VILLAGE OF MCFARLAND | **Finance Committee** | *NOTICE OF PUBLIC MEETING*

Thursday, January 19, 2023 | **11:00 AM** | **McFarland Municipal Center** *Community Room*

AGENDA

You are invited to this meeting through a Zoom webinar. The public may attend in-person or remotely through the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

https://us02web.zoom.us/j/85638387610

Or by Telephone: +1 (312) 626-6799

Webinar ID: 856 3838 7610

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.

2. PUBLIC APPEARANCES.

   a. This is an opportunity for members of the public to address the Finance Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to finance@mcfarland.wi.us to be included as part of the meeting.

      Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

3. BUSINESS.

   a. Discussion and action to make a recommendation to the Village Board regarding updating Chapter 9 of the fiscal policy manual regarding a Revenue Collection & Write-Off Policy

   b. Discussion regarding the drafting of an Affordable Housing Fund Policy.

   c. Discussion regarding the drafting of a Community Grant Policy.

   d. Discussion on planning future policy reviews.

4. SCHEDULE NEXT MEETING DATE.

   a. Thursday, February 16, 2023 at 11:00 am.

5. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Thursday, January 19, 2023**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Cassandra Suettinger, Deputy Administrator/Clerk**

AGENDA ITEM: **Discussion and action to make a recommendation to the Village Board regarding updating Chapter 9 of the fiscal policy manual regarding a Revenue Collection & Write-Off Policy**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
The current Village fiscal policy manual only contains a policy regarding the collection and write-off of personal property. The Village desires to update Chapter 9 to be a more robust Village wide policy regarding revenue collection and the write-off of uncollectible debt. The new policy provides guidelines and policy for all Village staff. It is of note, the current policy does not include the collections related to water, storm, and sewer utilities as those collections are regulated through PSC regulations.

FINANCIAL/BUDGET IMPACT:
No fiscal impact.

VILLAGE PLAN REFERENCE:
N/A

ORDINANCE REFERENCE:
N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommended for discussion and approval.

Motion to recommend approval of updating Chapter 9 of the Village's fiscal policy manual regarding a Revenue Collection & Write-Off Policy

ATTACHMENTS:
1. Chapter 9 - Revenue Collection Write-Off Policy - Final DRAFT - 01.12.2023

CHAPTER 9 Revenue Collection & Write-Off Policy

SECTION 9.01 Policy Purpose

The purpose of this policy is to establish guidelines for revenue collection and for the write of uncollectible amounts.

SECTION 9.02 Scope of Policy

The Village collects a variety of revenues in and amongst its different departments. This policy covers all employees in all departments but excludes water, storm, and sewer utility collections. Revenue collection includes, but is not limited to, rents; fees for services, recovery for damage to Village property, personal property taxes; and fines and penalties.

The Village will make every effort to collect on amounts owed; however, recognizes through the course of normal business, uncollectible debt may arise from time to time. This policy shall provide consistency to enhance collection abilities and ensure accountability of debts owed.

SECTION 9.03 Guidelines

(1) The collection and maintenance of accounts receivable shall be centralized in the Village's financial software whenever possible.

(2) The Deputy Administrator and/or Village Administrator shall have the authority to approve the tracking of accounts receivable outside of the Village's financial software. In these instances, an aging report showing delinquent receivables shall be submitted to the Deputy Treasurer/Accountant quarterly and at the end of each fiscal year.

(3) All aspects of revenue recording and accounts receivable monitoring shall be subject to proper internal controls. Departmental internal control procedures shall be approved by the Department Head and sent to the Deputy Village Administrator and/or Village Administrator for review and approval.

(4) Departments collecting revenues shall use receipts approved by the Administration Department.

(4) All receipted revenues must be transmitted to the Deputy Treasurer/Accountant on a weekly basis.

(5) When a customer has been overcharged or undercharged because of incorrect data or due to incorrect information provided to the billing entity, the Deputy Village Administrator and/or Village Administrator have the authority to approve a correcting billing adjustment and/or credit memo.

SECTION 9.04 General Revenue Collection

(1) In general, the standard collection process shall be as follows:

a. Creation of an initial invoice outlining payment terms. If no other ordinance or statutory provision exists to provide payment terms, receivables shall be due within 30 days.

b. All delinquent accounts receivable invoices shall be billed monthly.

c. After 90 days, delinquent receivables less than $50 shall be submitted to the Village's approved collection agency.

d. After 90 days, delinquent receivables larger than $50 shall be referred for further collection including but not limited to the following options: State Debt Collection Program, small claims court, or collection agency. The Village shall select the collection option best based on the debt type and best method likely for successful collection.

e. After five years have passed without collection on the balance from the collection agency, the debt is recalled, and any unpaid debt is returned to the Village. At that time the Village shall make a determination on continuing to collect on the debt or writing it off as bad debt in accordance with section 9.09.

SECTION 9.05 Court Revenue Collection

(1) A defendant will have 60 days to pay a forfeiture from the finding date.

(2) After 60 days, the court will attempt to collect via a one-year driver's license suspension, warrant, or sending a 30 day warning letter.

(3) After 90 days, citations not enrolled in a payment plan will be sent to collections.

(4) $50 or less shall be sent to the Village's approved collection agency and over $50 shall be sent to the State Debt Collection Program.

(5) SDC will keep all certified debts for two years. Any amounts that are deemed uncollectible shall be returned to the court to be written off. At that time the Court shall

make a determination on continuing to collect on the debt or writing it off as bad debt in accordance with section 9.09.

(6) The judge will review collectible debt annually and notify the Administration Department of any receivables deemed uncollectible to write-off.

(6) If a debt cannot be certified due to missing information, it shall be submitted to the Village's approved collection agency.

SECTION 9.06 Write off Policy

(1) Annually, the Administration department will review accounts receivable aging report to identify receivables that meet the criteria for designation of uncollectible debt. Depending on the type or amount of debt, the Administration department will contact the responsible department for direction. The request for write-off of accounts receivable must include an itemized list of uncollectible amounts to be written off, specifying the following:

- Debtor Name
- Account Balance
- Invoice and/or charge date
- Brief description of receivable type
- Criteria under which the account was deemed uncollectible

(2) Documentation must be submitted to support the uncollectible account designation and substantiate that the department followed appropriate collection procedures for each uncollectible account. Documentation could include, but is not limited to:

a) Invoices.
b) Collection and/or reminder letters.
c) Returned documentation identifying collection attempt as undeliverable, no forwarding address, etc.
d) Referral to a Village collection agency/vendor.
e) Bankruptcy claims and/or any related plan or discharge.

(3) An accounting adjustment resulting in a write-off of uncollectible accounts receivable from the Village's account records does not constitute forgiveness of the debt and is still payable by the debtor.

SECTION 9.07 Write off Policy – Personal Property

(1) All personal property taxes must be paid in full by January 31st of the year due or they become delinquent. The Village is solely responsible for the collection of delinquent personal property taxes.

(2) In accordance with Wis. Stats. 74.47, delinquent personal property taxes are subject to additional interest charges of 1% per month or fraction thereof and to an additional penalty charge of 0.5% per month or fraction thereof.

(3) A written notice of any unpaid personal property tax amount, with interest and penalties added, will be mailed to each delinquent taxpayer the first week of February, March, and April.

(5) All delinquent personal property taxes remaining by May 1st shall be evaluated for possible collection action under Wis. Stats § 74.55. Among the factors to be considered in this evaluation shall include the amount of outstanding taxes owed, the age of the account, the current status of the business, the likelihood of receiving payment without resorting to collection action and the projected cost of collection.

(6). If a delinquent tax account is deemed by staff to be a suitable candidate for collection, Village staff will initiate appropriate recovery procedures, including the potential filing of small claims court action, withholding Village licenses which the business may require to operate (as allowed by law), or using the State Debt Collection Program. If necessary the account will be referred to the Village Attorney for legal action. Any civil action must be brought within six years after the January 1st of the year in which the taxes are required to be paid.

(4) All delinquent personal property remaining delinquent for taxes owed by an entity that has ceased operations, filed a petition for bankruptcy, or are due on personal property that has been removed from the next assessment roll, shall be flagged to chargeback in accordance with Wis. Stats. 74.42(1) by March 1st of the following year. The Village portion of chargeback taxes shall be written off at this time.

7. Any delinquent personal property tax amounts that are still unpaid by January 1st of the third year after the taxes were due (EXAMPLE – payable 1-31-23 but still delinquent 1-1-26) will be reviewed by staff and the Village Attorney (if appropriate) for possible consideration of write-off. Write-off approval amounts shall follow the guidelines established in section 9.09.

SECTION 9.08 Hardship/Payment Plan

(1) The Village recognizes the desire to be sensitive to hardships and individuals who may need more time to pay debts owed to the Village than the standard net 30 days. The Village shall provide payment plans where possible and allowable.

(2) Debtors may request to enter into a payment plan with the Village. Terms of the payment plan shall generally favor terms of a 1-year agreement but could be longer based on the amount owed and ability for repayment.

(3) Debtors may request a hardship waiver from the debt owed. Hardship waivers shall be considered based on total family income and the number of individuals in the household. The Village shall consider these factors and base decisions on the 200% of the National Poverty Guideline as published by the U.S. Department of Health Services ASPE. The Deputy Administrator and/or Village Administrator shall have the authority approve a hardship waiver.

SECTION 9.09 Organizational Approvals

(1) The following approval processes shall be set forth for writing off uncollectible accounts receivable:

a) Less than $10,000 Deputy Administrator/Village Administrator approval
b) More than $10,000 – Village Board

(2) The Deputy Administrator/Village Administrator have the authority to administratively write-off unpaid accounts in the following situations:

- Statutorily required due to time or bankruptcy
- Deceased responsible party
- Small balances where cost to collect would exceed debt owed.

(3) A report shall be submitted to the Finance Committee of the accounts written-off during the year.

9.10 Allowance for Doubtful Accounts

(1) Each year an allowance for doubtful accounts will be established for all applicable funds.

(2) All receivables outstanding for greater than six years will be included in the allowance for doubtful accounts. The exception will be for receivables deemed collectible by the department even though greater than six years old.

Adopted: January 24, 2023

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Thursday, January 19, 2023**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Andrew Bremer, Comm & Eco Dev Director**

AGENDA ITEM: **Discussion regarding the drafting of an Affordable Housing Fund Policy.**

PREVIOUS ACTION:
March 14, 2022, Village Board adopted Resolution 2022-08, a resolution to create an affordable housing fund and commit funds to support affordable housing projects.

ISSUE SUMMARY:
Resolution 2022-08 established an Affordable Housing Fund as a special revenue fund (215) to support and incentivize affordable housing projects within the Village. The purpose of this project is to develop a set of policies, procedures and application forms, as applicable, related to how these funds may be utilized in the future by the Village, residents, property owners, or developers. This is a new concept as we currently have not had this type of fund before nor a policy to guide its use. A few examples are included within the packet for perspective. Our discussion to create the policy should center around the following concepts:

- Purpose - General statement identifying the context of the policy and in summary identifying its intended application.
- Definitions - Certain aspects or words may require definitions to understand
- Scope - Provides more detail on what the funds are intended to be used for, eligible and ineligible projects.
- Qualifications - This section would identify who or whom could access the funds.
- Application Criteria - Organizes the process as to what is required in order to apply for the funds.
- Review Process - Once an application is received, outlines the process by which it is reviewed for consideration to award the request.
- Reporting Requirements - If there are any other reporting requirements needed for a request, then they should be outlined in this section.

There may be other categories we'll want to include but these will be the basic areas to start to frame up the draft. With some direction in these areas, then Staff can build a draft policy for review at a future meeting. As you'll see from the examples provided, some communities have affordable housing programs that are specifically directed only toward providing small grants or loans to qualified existing single family or duplex owners (housing rehabs), while others might be used strictly for encouraging development of new affordable housing units, either through land purchases or incentives to developers. The former is more typical in larger communities that have dedicated Housing Authorities, directly receive state/federal housing funds (CDBG), and have housing specific staff. However, smaller communities have also started to create programs as a result of utilizing funding provided through Affordable Housing Extensions of their Tax Increment Finance Districts. TIF statutes allow a community to keep a TID open for one additional year before it closes with the increment designated for a local housing fund for activities that benefit affordable housing and improve housing stock. State Statute requires 75% of the funds to be used for affordable housing while the remaining 25% can be used for other housing improvement projects. McFarland won't be able to benefit from this TIF provision until TID #3 closes in 2028; however, at that time the funds can be transferred into newly established Affordable Housing Fund.

Our schedule likely looks as follows:

- January - Introduce issue and provide initial direction.
- March - Initial review of draft policy and provide feedback.
- April - Review of revised draft policy and provide feedback.
- May - Final review of proposed policy and consider recommendation to the Village.

Could certainly adjust this as we go but meant to provide a general timeline for perspective.

FINANCIAL/BUDGET IMPACT:
Resolution 2022-08 authorized a transfer to the new Affordable Housing Fund in the amount of $75,000 from unassigned fund balance with the General Fund.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
This agenda item is presented for discussion only.

ATTACHMENTS:
1. 2022-08 To Create an Affordable Housing Fund and Commit Funds to Support Affordable Housing Projects
2. Waunakee Draft Housing Betterment Fund_1_11_2023
3. Waukesha_Affordable Housing Policy
4. Prairie Du Chien_RESOLUTION-2021-03-TID-HOUSING-EXTENSION
5. LaCrosse_Affordable Housing Policies- Approved with Updates 9-14-21_

RESOLUTION 2022-08

A RESOLUTION TO CREATE AN AFFORDABLE HOUSING FUND AND COMMIT FUNDS TO SUPPORT AFFORDABLE HOUSING PROJECTS

WHEREAS, the inclusion of affordable housing within the Community provides for a healthy local economy by offering a diverse array of options to individuals and families that otherwise could not afford to live here; that the Village recognizes the value in being a partner to support and incentivize affordable housing projects within the Community;

WHEREAS, the Village recognizes the value in being a partner to support and incentivize affordable housing projects within the Community to create these opportunities for economic growth; and

WHEREAS, the creation of an affordable housing fund can establish parameters by which the Village will be proactive to incentivize opportunities for affordable housing for the benefit of all residents.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of McFarland does hereby create an Affordable Housing Fund (215) as a special revenue fund, and

BE IT FURTHER RESOLVED, that the Village Board authorizes a transfer to the new Affordable Housing Fund in the amount of $75,000 from unassigned fund balance within the General Fund (100).

Adopted at a regular meeting of the Village Board this 14th day of March, 2022.

APPROVED:

Carolyn A. Clow

Carolyn A. Clow, Village President

ATTEST:

Cassandra Suettinger, Clerk-Treasurer

RESOLUTION # 2022-08	
MOTION	SECOND
St. Clair	Brassington
ACTION	DATE
Adopted	03/14/2022
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington-Aye	St. Clair-Aye
Clow-Aye	Nelson-Aye
Flaherty-Aye	Wreh-Aye
Rupert-Aye	
VOTING RESULTS	
Motion Carried	7 – 0 – 0
Motion Defeated:	

WAUNAKEE HOUSING BETTERMENT FUND

DRAFT DRAFT DRAFT

Prepared by:
The Village of Waunakee
500 W. Main Street
Waunakee, WI 53597
www.waunakee.com

DRAFT SCORING MATRIX

	0	1	2	3	score
Household Income (x2)	>100% AMI	81-100% AMI	61-80% AMI	= or <60% AMI	
Housing Value (x2)	$450,000+	$4000,000 - 449,999	$350,000 - 399,999	< $350,000	
Age of structure	< 20 yrs	20 - 40 yrs	40 - 60 yrs	> 60 yrs	
Neighborhood Impact	Area not in need of revitalization	Area in need of minimal revitalization	Area in need of revitalization	Area in need of major revitalization	
Repair Need	Project does not need repairs; primarly cosmetic	Project could use minimal repairs	Project is in need of average repair; wear and tear clearly visible	Project in need of major repair and may impact future sellability	
Livability	Project does not add to the livability of the home	Project adds minimal value to livability of the home	The project adds average livability to the home	The project adds a great amount of livability to the home	
Total score					

Scoring: highest possible score = 24; a minimum score of 50% or 12 pts is needed to be considered for disbursement of funds

Neighborhood Impact - Is the unit located in an area where other homes are in need of repair or maintenance?
If yes, what is the extent/number of other homes in need proximal to subject property?

Repair Need - to what degree is the project a need vs. a want; aesthetic vs. structural; improve energy efficiency, etc.

Median Household Income amount to be determined annually; source data: **xxxxx**

Median Home Value amount to be determined annually; source data: **xxxxxx**

Benchmark references:

Census 2020: ACS 5-yr estimate of **median value** - $358,100 (for Waunakee)

Census 2020: ACS 5-yr estimate of **median household income** - $114,983 (for Waunakee)
[114,983/12 = 9,581.92/month; 9,581.92 x 0.30 = 2,874.58; housing costs = < 2,874.58/month considered affordable, costs > 2,874.58/month considered cost burdened]

Area Median Income: The area median income is the midpoint of a region's income distribution, meaning that half of households in a region earn more than the median and half earn less than the median. A household's income is calculated by its gross income, which is the total income received before taxes and other payroll deductions. Each year, the US Department of Housing and Urban Development (HUD) calculates the area median income (AMI) for every geographic region in the country by using data from the US Census based American Community Survey.
In addition to calculating AMI, HUD defines and calculates different levels of AMI for geographic areas across the country by household size. Households less than 80% of the AMI are considered low-income households, households earning less than 50% of the AMI are considered to be very low-income, and households earning less than 30% of AMI are considered to be extremely low-income households.

Acknowledgement page

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CONTENTS

INTRODUCTION

Overview

The *Waunakee Housing Betterment Fund* (WHBF) is a program developed by the Village of Waunakee to benefit Waunakee's affordable housing stock and help increase appearance and quality. *WHBF* aims to work with citizens to invest in both them and their homes. This program will be financed through a Tax Increment Financing (TIF) law known as the "Affordable Housing Extension". The law allows a community to extend a TIF district up to one year when that district's debt is retired, and all project costs are paid. The increment created from the extension is then used to benefit affordable housing and improve housing stock within the community. Funds awarded under this program will be available in the form of reimbursement grants.

In February 2021, the Village Board utilized the provision in state law adopting a resolution to extend the life of TID #2, initiating the creation of a housing fund. Later that year, a portion of the funds were allocated to a 50-unit multi-family Low Income Housing Tax Credit (LIHTC) residential development located on W. Main Street – the first of its kind in Waunakee.

This policy guideline in and of itself does not extend the life of any TIF District in the Village.~~;~~ ~~i~~It is intended to set forth the program in which funds can be used if and when the Village Board decides to adopt a resolution extending the life of a district to benefit affordable housing. The parameters included herein are meant as a starting point for further refinement and/or expansion of the program as conditions and priorities change over time. Development proposals may be evaluated and awarded on a case-by-case basis that provide an extraordinary public benefit as determined by the Village Board.

The desired outcome of investing in the Village's affordable housing stock will result in a cascading effect that will benefit the Village as a whole.

Purpose, Goals and Objectives

The Affordable Housing Extension approved by the Village Board in 2021 stated that at least seventy-five (75) percent of the monies collected by extending TID #2 shall assist affordable housing projects that have been awarded LIHTC from the Wisconsin Housing and Economic Development Authority or to assist other affordable housing projects that satisfy the requirements of the Wisconsin Statutes. For purposes of the WHBF, the Wisconsin Statutes define "Affordable housing" as "housing that costs a household no more than 30 percent of the household's gross monthly income." The funding provided for the WHBF is necessarily limited, as it is generated through the extension of tax incremental financing districts as permitted by the Wisconsin Statutes. The primary purpose of the WHBF is to ensure that its funding is provided to the affordable housing projects that are most in need of the funding. To satisfy this purpose, the Village must exercise discretion in how it allocates the limited funding, and the criteria contained in the WHBF should be viewed in this context.

~~*WHBF* is primarily aimed at updating the Village's existing residential homes.~~ The Village's Community Development Authority (CDA) has identified two main goals for the program to help define what success looks like:

~~*Improve the integrity of Waunakee's older housing stock.*~~

1. *Provide income qualified home-owners financial assistance to aid in the completion of home-improvement projects for affordable housing projects consistent with the Wisconsin Statutes.*
~~1.~~2. *Improve the integrity of Waunakee's older housing stock.*

Administration
The Community Development Department will administer the *WHBF* program. Administration includes, but is not limited to, promoting and advertising the program, accepting and reviewing completed applications, and interpreting program guidelines, and reviewing reimbursement requests.

Applications will be reviewed on a triannual (three times per year) basis. ~~Qualified projects will be approved on a first come first serve basis.~~ The Waunakee CDA will have final determination on amount and who receives funds from the program. Further, the Waunakee CDA reserves the authority to not provide funding to an affordable housing project or other project, even if a project satisfies the initial threshold to be considered for the disbursement of funds under the WHBF. As previously stated, the funding provided for the WHBF is limited. The Waunakee CDA may exercise its authority to not provide funding for an affordable housing project or other project because it determines that the Village, its residents, and the WHBF will be better served by maintaining the funds for a future project (or projects) more in need of the WHBF funding.

Any grant funds that were allocated but not used in full by an approved applicant and/or any unused funds within the calendar year will either be reprogramed to another grant application with an eligible project(s) or will be carried over to the next calendar year's budget.

The budget for the program will be set on an annual basis and be included in the Village of Waunakee's Community Development Department Budget. However, both the Village Board and the Waunakee CDA reserve the right to reconsider the funding amount for any particular year if funding is available and there are extenuating circumstances that may warrant additional funding.

PROGRAM DETAILS

The WHBF program is a reimbursable grant program to help eligible single and two-family homes increase the curb appeal, value and livability of their home. The program provides matching funds in the form of a reimbursable grant and will provide funds between $2,000 and $10,000 for eligible expenses.

Eligible Properties: Properties that meet the following criteria may apply for up to $10,000 in reimbursable grant funds:

a. Owner occupied, one or two-family home properties.
b~~e~~. Minimum project value of $4,000.
c~~d~~. 1:1 matching funds.
d. The assessed value of the home to be modified by the project shall not be over 125% of the average assessed home value in the Village of Waunakee, as established by the Village Assessor on an annual basis.

Ineligible Properties: A property which has any one or more of the following conditions is ineligible for the program:

a. A property is not located within the corporate limits of the Village of Waunakee.

b. Any property where the owner of that property is delinquent on any debt it owes to the Village of Waunakee.
c. Properties owned in part or in whole by a tax-exempt entity.
d. A property that has an open or known code violations. Applications that are submitted for projects that will close a code violation may be considered on a case-by-case basis.
e. Property that has received past affordable housing funds from this program in the previous 5 years.

Grant Guidelines:

a. The applicant must submit a completed application packet, including before photos, prior to any work being completed in order to be considered for loan program.
b. Before photos shall be submitted, preferably in a digital file format (e.g. jpg, PDF, etc.). Along with images of the area of work, a "master" photo must be submitted that displays the entire house from the street.
c. A project timeline must be submitted to the Community Development Department.
d. This program is a reimbursement grant. The applicant is required to pay all expenses related to their approved project and then submit for reimbursement from the Village.
e. The homeowner must agree to obtain all necessary permits (e.g. building, plumbing, electrical, roofing, permits, etc.), including home owners association (HOA) or neighborhood architectural design review committee approval if necessary.
f. All work must meet local, state and national standards including but not limited to lead and asbestos.
g. Projects must be substantially completed within twelve (12) months of grant approval.
h. Properties may receive a grant, not to exceed $10,000 for home improvements.
i. If an applicant is awarded funding under the WHBF program, the applicant must execute a document in a form approved by the Village, which document will be recorded on the property. Generally, the document shall provide that if the property is sold within two (2) years of completion of the project for which the WHBF funding was provided, the applicant shall return the funds to the Village upon the sale of the property. Further, if the applicant fails to return the funds to the Village, the purchaser of the property shall be required to pay the funds to the Village.

ADDITIONAL PROGRAM DETAILS

Income Requirements

Affordable housing is defined in state statutes section 66.1105(2) (ab) – housing costing no more than 30% of the household's gross monthly income. Housing costs include mortgage payments (principal and interest), property taxes and home insurance. (e.g. $5,000 Gross Monthly Household Income = $1,500 maximum housing costs)

Eligible Projects: Eligible projects shall be comprehensive and may include the following items, but are not limited to:

a. Bringing non-compliance features up to code.
b. Replacing the roof.
c. Repair/Replacing windows.

d. Exterior masonry repair/replace.
e. Front porch repair.
f. Replace/ repair existing siding.
g. Install guards and handrails.
h. Paving driveways that are currently non-conforming.
i. Replace, repair, or install garage.
j. Demolition and removal of structures deemed dilapidated by the Village Building Inspector as part of a larger project.
k. Repair or replacement of gutters or trim.
l. Repair or replacement of soffit and fascia.
m. Lead and asbestos remediation.
n. Shrubs and Trees within the front yard (not to exceed 10% of total project reimbursement).
o. Additions or added architectural features that will enhance the character of the home.
p. For painting or staining projects, applicants are required to scrape and prime all surfaces prior to painting or staining. Photo documentation of the finished prep work is required.
q. Additional Projects allowed:
    a. Foundation repair (Considered Interior Projects)
    b. Other interior or exterior projects/improvements consistent with principles of universal design (see page 9)
    c. Upgrading electrical.
    d. Upgrading plumbing.
    e. Upgrading mechanical systems.

Ineligible Projects: Items/projects that are not eligible for reimbursement under the Program include, but are not limited to, the following:

a. The repair or replacement of dog houses or any other structure for animals.
b. Any interior projects to a detached garage or accessory building.
c. Rental companies or other organizations may not use this program to reimburse their own staff's labor expenses to complete their project.
d. Materials that have been purchased or projects that are completed or underway prior to issuance of a signed Contract for Services and Award Letter by Community Development Staff.
e. The purchasing of permanent equipment or tools (ladder, paint sprayers, etc.).
f. Proposed projects that are solely demolition.
g. Project costs that demolish a structure or part of a structure (including a salvageable porch) and do not replace the structure in kind to protect the character of the home and neighborhood.

Labor

Only projects that employ professional labor shall be eligible for the program. Projects done by non-professional labor shall not be considered for grant dollars.

a. All receipts or invoices must be submitted by or on behalf of the contractor selected for the project.
b. Professional labor is considered work done by an individual who is trained and engaged in such work for a career. All work must meet the housing standards set forth in Appendix A.

Application Process

The Community Development Department shall ensure a complete application is submitted and then will process them.

a. Administration and Approval: Community Development Department review and Community Development Authority Approval~~ on a first come first serve basis~~.
b. A complete Pre-Documentation project Form. For renovation projects, this Form must include an itemized description of the proposed project and an estimated cost for each item. Any item not listed on the worksheet will not be considered for reimbursement or a loan. If the project is being completed by a contractor, a copy of their estimate to complete the work must be attached. Design plans should be included, if applicable.
c. Submit a timeline outlining when the project will be completed.
d. A completed W-9 Form. A completed W-9 form must be completed and submitted in order to be eligible for the program.
e. The Community Development Department determines whether the applicant owes money to the Village and if there are any open or known code violations on the property.
f. It is anticipated that an applicant will receive a response whether they are eligible or ineligible for the Program within 30 days from the date received. Receipt of notice that an applicable is eligible for the Program, however, does not constitute approval of any funding by the Waunakee CDA.
g. Before photos of the proposed project. Items will not be considered if before photos are not submitted. Before photos shall be submitted, preferably in a digital format (e.g. jpg, PDF, etc.). Along with images of the area of work, a "master" photo must be submitted that displays the entire house from the street.
h. A signed Contract for Services Form. Submit a signed Contract for Services Form. If approved, a signed copy of the Contract from the Village will be sent back to the applicant.
i. Homeowner's insurance policy coverage page.

Reimbursement Procedures:

a. A completed Final Reimbursement Form/Worksheet. This form must include a description of the proposed project(s) and the final cost for each project. Any items for projects not listed on the Pre-Documentation Form are not considered for reimbursement.
b. Copies of receipts/paid invoices showing proof of purchase of the approved/ completed items/materials for each project. The applicant is required to mark on their receipt which item(s) is/are being requested for reimbursement and what project they were for.
c. Final photo documentation of the complete project. ("After" Photos). Photos shall be taken in a similar manner to the "Before" photos.

d. After the applicants submit all of the required information for reimbursement, the Community Development Department shall review all information submitted to ensure it is eligible for reimbursement and will determine the amount awarded, if any, to the applicant. Eligibility for the Program does not guarantee that any funding shall be provided for the Project.
e. Once the request is complete, copies are made of the reimbursement form and all receipts and/or paid invoices are forwarded to the Village of Waunakee's Finance Department and the dollar amount to be reimbursed back to the applicant.

Community Development Authority Approval

The CDA shall review and make final determinations for all applications. The following criteria will be taken into consideration by the Community Development Department and the CDA:
- Whether the project benefits affordable housing, as that term is defined in the Wisconsin Statutes and in the WHBF.
- The applicant's financial history.
- History of the applicant and/or listed contractors including past ordinance violations and/or citations.
- The quality of work performed by the applicant in any other applicable home renovation.
- The Project quality.
- The neighborhood impact of the project.

Project Extensions

Upon the request of a Property Owner of an approved project, the CDA may consider granting one 6-month extension for which the project shall have substantial completion considering the following:
a. A Property Owner must submit an extension form prior to the end of the allotted timeframe.
b. Upon review, the Housing Authority shall consider the Applicant worked in good faith to start the project upon approval and actively pursued the completion of the project in a timely matter. If the project has not commenced, materials have not been ordered, and/or the applicant fails to show proper documentation among other support, the extension will be denied, and the applicant must reapply for the program.
c. Any project extension shall have a $50.00 review fee.

Marketing Funds

It is the expressed intent of this initiative that up to $1,500 shall be budgeted per calendar year to market and advertise the initiative. The Community Development Department will determine how best to use the budgeted marketing funds to promote the initiative.

Housing Standards

In order to maintain the character and quality of Waunakee's older homes, all houses that use program funds must abide by the guidelines set forth in Appendix A.

Universal Design

Universal design or barrier-free design focuses on making the house safe and accessible for everyone, regardless of age, physical ability, or stature. Examples of common universal design features include:

- No-step entry. Stairs are not needed to get into a home or into the home's main rooms.
- One-story living. Places for eating, sleeping, and using the bathroom are all located on one level.

- Avoid changes in floor height, including thresholds.
- **Wide doorways.** Doorways that are 32-36 inches wide let wheelchairs pass through.
- **Wide hallways.** Hallways should be 36-42 inches wide.
- Floors, bathtubs, steps and grab bars with **non-slip surfaces** help everyone stay on their feet.
- Improvements in **lighting** to help people with poor vision.
- Incorporating **lever handles** instead of doorknobs.
- Lowered electrical switches and raised receptacles so that they can be reached from a seated position.

APPENDIX A

The WHBF ~~Village's housing~~ program is primarily aimed at providing assistance to affordable housing projects and, in particular, renovatinge~~d~~ existing homes. These homes have a character that is unique and should be preserved and enhanced when at all possible. When a structure is renovated with the use of Village of Waunakee Affordable Housing funds, the purpose of the renovation is not to make an old house new but to improve or repair the existing features. The original home's design, structure, and style should be maintained when at all possible. The following is a design guideline to ensure that the aesthetics of existing homes are not lost with renovation projects.

A. **Siding**:
- When existing wood siding exists, it is preferred that the existing siding is maintained opposed to
  replacing it with new siding.
- New siding shall be applied in a manner that preserves all existing distinguishing architectural features and ornamentation.
- Width of new siding is consistent with the type, age, and style of the house.

B. **Brick and other Exterior Masonry**:
- When at all possible, all existing exterior masonry will be preserved and repaired. Only in cases of irreparable damage can the exterior masonry be removed.
- New masonry shall be applied in a manner that preserves all existing distinguishing architectural features and ornamentation.

C. **Porches**:
- Existing porches will be maintained and repaired. ~~In no case should a salvageable porch be removed.~~
- Existing front porches will be maintained and repaired to original appearance and condition. ~~Salvageable front porches will not be removed.~~
- Funds allocated under this program shall not be used to remove a salvageable porch.

D. **Windows and Doors**:
- The style and design of any new window or door should match the original.
- The removal of a window or door shall not be permitted unless the removal of the window or door is vital to the completion of the project.
- The replacement of windows shall not destroy any distinguishing features or architectural ornamentation.
- A new window or door may not be smaller than the existing window or door.

E. **Outbuildings**:
- Any outbuilding, shed, garage or other structure will conform in style and color to the principal structure on the lot.

City of Waukesha
TIF Affordable Housing Extension Policy

Approved by Redevelopment Authority: January 18, 2021
Adopted by Common Council: February 18, 2021

State of Wisconsin Statutes 66.1105(6)(g) allows municipalities to leave open Tax Incremental Finance districts for up to an additional year to benefit affordable housing. The Common Council must adopt a resolution extending the life of the district, which also must be forwarded to the Department of Revenue. That resolution must specify the length of time the district will remain open (to a maximum of 1 year) and how the city intends to improve its housing stock. The Department of Revenue has defined affordable housing as "housing that costs a household no more than 30 percent of the household's gross monthly income."

The City of Waukesha's program will take a two-pronged approach to increasing and improving affordable housing in the City by creating two affordable housing programs:

- Affordable Housing Rehabilitation Program
- Affordable Housing Development Fund

These two programs will be used to improve existing affordable owner-occupied housing stock in the City and to assist in smaller-scale redevelopment opportunities and other affordable housing activities to increase and improve the supply of affordable owner-occupied units.

This policy does not extend the life of any Tax Incremental Finance District in the City, it only sets forth the program in which funds can be used if the Council decides to pass a resolution to extend the life of a district to benefit affordable housing. A Common Council resolution is required for each TID that is proposed to be extended for this purpose.

Affordable Housing Rehabilitation Program

Waukesha has a diverse mix of housing stock with a significant percentage being over 50 years old. The central city neighborhoods surrounding downtown have many homes over 100 years old. These older neighborhoods are attractive to first-time home buyers, and those seeking affordable housing options, however many properties in these areas are in need of some form of repairs, updating and rehabilitation. Use of the Affordable Housing Extension funds will help improve the quality of the City's affordable housing stock, allow for cost savings via energy efficient upgrades, and incentivize reinvestment in our central city neighborhoods.

This element of the program will be used to improve affordable, owner-occupied housing throughout the City through a revolving loan program that can be used to improve houses and make them more energy efficient. The program has both property and applicant eligibility requirements to ensure the funds are being used on affordable housing. It is intended this program could be used for a variety of improvement activities to improve the condition and overall appearance of the City's older housing stock. At least 25% of any TIF Affordable Housing Extension funds must be used to improve housing stock. This program will start out using the required 25% of affordable housing funds with the understanding the Common Council, upon recommendation by the Redevelopment Authority, can increase program funding based on demand.

Program Specifics

1) Loan amounts
   a) Up to $25,000 per unit can be processed and approved by Department of Community Development (DCD) staff.
   b) Loan requests in excess of $25,000 will be sent to RDA for approval.
   c) Loan will be a 0% interest loan. Payback requirements will be dependent on household income of applicant:
      i) Between 81%-100% of the Waukesha County Median Income Level: Loans will be amortized over 10 years at 0% interest.
      ii) At 80% or below of the Waukesha County Median Income Level: Applicants will have the option of either a 10-year repayment or a deferred payment where the loan comes due at the time of property sale, transfer, or refinance.

2) Property Eligibility
   a) The building must be at least 50 years old at the time of application.
   b) House must have an assessed value at or below the City's median single family home value for that year. In 2020 the median assessment for a single-family home was $215,000
   c) Building and/or units must be owner occupied.
   d) DCD Staff will do a site visit to all properties to determine if any visible code violations exist. If violations exist, loan funds must first be used to remedy those violations before it can be used on other improvements.

3) Applicant Eligibility
   a) Applicant must demonstrate they are spending more than 30% of their monthly household income on housing costs (mortgage, property taxes, utilities, and insurance). Verification methods include but are not limited to personal tax returns or recent paycheck stubs, mortgage statements, letter from lender, recent property tax bill, utility bills and insurance statements.
   b) Applicant's household income must be at or below the County Median Income Level for the year they are applying. In 2020, the Waukesha County Median Household Income level is $83,800. Applicants between 81-100 percent of the County Median Income Level will have the loan amortized over 10 years at 0% interest.

Waukesha County 2020 Income Limits Summary – 100% of County Median Income

County Median Income by Household Size							
1	2	3	4	5	6	7	8
$58,679	$66,940	$75,427	$80,460	$90,549	$97,236	$103,923	$110,672

c) If an applicant is at or below 80% of the County Median Income Level as determined annually by the Department of Housing and Urban Development (HUD), they are eligible for the deferred payment option. The 2020 80% Income Limits are shown in the table below:

Waukesha County 2020 Income Limits Summary – 80% of County Median Income

80% of County Median Income by Household Size							
1	2	3	4	5	6	7	8
$46,950	$53,560	$60,350	$67,050	$72,450	$77,800	$83,150	$88,550

4) Loan Fund Use Guidelines
   a) **Exterior repairs.** Funds may be used for the repair or replacement of roofing, siding, windows, soffits, fascia, porches, decks, and balconies, new garages, gutters, and other repairs or replacement of exterior materials.
   b) **Home System Upgrades.** Funds may be used for heating and air conditioning replacement as well as upgrades to plumbing and electrical systems to bring them up to current code requirements or modernize them to today's efficiency standards and expectations.
   c) Energy efficiency. Funds may be used to improve energy efficiency of the home. This includes window replacement, insulation improvements and other measures to increase overall energy efficiency.
   d) Interior remodeling/additions. Funds may be used to remodel interior spaces to bring them to modern expectations, including bathrooms and kitchens.
   e) Code Compliance. Funds may be used to remedy any outstanding code violations.
   f) Grading, waterproofing, and drainage improvements. Funds may be used to remedy any issues related to stormwater runoff or basement waterproofing.
   g) **Prohibited uses:** Funds may not be used for home furnishings, electronics, or appliances. Funds may be used for new garages or for repairing existing garages but cannot be used for improving the interior of the garage such as adding heating, drywall, etc. Funds may be used for restoration of lawns damaged during construction and raingardens to address stormwater runoff issues but may not be used for other landscaping activities.

5) Approval Process
   a) Applicants must complete a loan application and submit required verification materials and estimated costs for work to be completed.
   b) The City of Waukesha will review all uses of loan funds and may exclude funding for items that do not meet program goals. Staff reserves the right to forward any loan request to the RDA if a clear determination cannot be made.
   c) Once all the loan documents and verifications have been reviewed for completeness the applicant will sign a junior mortgage on their home, which will be recorded at the Register of Deeds, and a promissory note.
   d) Design, materials, and labor costs are eligible.
      i) For work proposed to be completed by the homeowner, only materials are eligible for loan proceeds. For example, loan funds could be used for exterior paint, however the

homeowner cannot request to be reimbursed for their own work on the painting project. For do-it-yourself projects, homeowners will need to purchase materials themselves and then submit receipts to the city for reimbursement.

e) Contractors will be paid directly by the City
    i) Each contractor will need to submit a W-9 to the DCD to be enrolled as a vendor.
    ii) Applicants or contractors will submit invoices to the DCD
        (1) Staff will verify completion of projects being invoiced for
        (2) Payment to contractor will be processed through the Finance Department.
        (3) DCD will track payments and loan balance availability.
        (4) Lein waivers will be required from all contractors.

6) Loan Monitoring
    a) Loan repayments will be processed by DCD and Finance Department
    b) Staff will issue monthly report on loan activity to the Redevelopment Authority each month as a matter of report.
    c) Loan program records will be maintained by Finance and DCD.
    d) All loan repayment funds will be returned to the program.

Affordable Housing Development Fund

In order to increase affordable housing and eliminate blight, TIF Affordable Housing Extension funds will also be allowed to provide financial assistance for smaller scale residential redevelopment activities that increasing affordable owner-occupied housing stock or eliminate blight and create new affordable housing units. Funds could be used for property assemblage, razing buildings, utility upgrades, and other site preparation activities.

Proposals to use affordable housing funds in this manner would require Redevelopment Authority approval. Eligible uses of funds include:

Land Acquisition Activities

1) Purchase of vacant, tax foreclosure property, or blighted properties/buildings that could be marketed and sold to developers pursuing affordable housing developments.
2) Purchase or assistance to developers to purchase redevelopment priority sites that have been identified in the Central City Master Plan, Comprehensive Plan, Redevelopment Plans, by the Redevelopment Authority or are blighted as defined by state statute.

Site Preparation Activities

1) Extending public or private utilities to the property or to buildings on the property
2) Razing buildings, removing basements/foundations, grading work.
3) Phase 1 and 2 Environmental Site Assessments
4) Infrastructure installation required for the project such as sidewalk or turn lanes on existing roadways.

Grants/loans to developers.

1) As an alternative to tax incremental financing or tax credit funding, the City could make smaller grants or low interest loans available to developers to assist with smaller financing gaps.
2) Grants or loans could also be made to owners, developers, or contractors to either convert non-residential buildings into residential units or rehab and sell or rent existing units. These funds could also be used for upper floor rehab in mixed use buildings in the central city.
3) Grants or loans could be made to homebuilders or non-profits to assist in construing new affordable owner-occupied single family and duplex homes.

Neighborhood improvement projects in HUD designated Low-to-Moderate Income Neighborhoods and Neighborhood Revitalization Strategy Areas

1) Adding streetscape and other placemaking amenities
2) Minor street and sidewalk repairs or adding pedestrian amenities and connections.
3) Blight removal and large-scale neighborhood cleanup efforts.

Housing Planning Activities.

1) Housing planning activities, including site and engineering plans for affordable housing developments, certified survey maps, and plats.
2) Updates to the City's Housing Study and Needs Assessment or any other long-range planning efforts that aim to address increasing and improving the City's affordable housing supply.

Rapid Rehousing Activities

Rapid rehousing is a great tool in the fight against homelessness. It places a priority on moving a family or individual into permanent housing as quickly as possible after becoming homeless.

1) Incentives (grants or loans) to developers to set aside units for rapid rehousing in new developments.
2) Incentives (grants or loans) for building owners/landlords to rehab and/or set aside existing units for rapid rehousing.

Requirements for the use of these funds

1) Applications for these funds will be reviewed by staff and approved by the Redevelopment Authority.
2) Funding priority
   a) Providing assistance with owner-occupied developments or projects that will be developed or renovated and resold as owner occupied housing are the priority for these funds, however rental occupied housing where the income levels are above the 80% County Median Income Level required for the Redevelopment Authority's Housing Development Action Grant (HODAG), but below the County Median Income level are also eligible for funding if the project eliminates blight.
   b) Developments or projects that involve creating or renovating rental units targeted to households at or below 80% of the County Median Income Level will be directed to the Redevelopment Authority's HODAG program.

3) Third party proforma review, like what is used for TIF requests, may be required for certain requests, depending on loan/grant amount, project scope, or other factors. This analysis would be paid for by the developer.
4) Affordability will need to be guaranteed through development agreement, deed restriction and/or junior mortgage.
5) Funds must be combined with CDBG funds, tax credits or other affordable housing programs whenever possible.

RESOLUTION #2021-03
EXTENDING THE LIFE OF TAX INCREMENTAL DISTRICT NO. 5 (TID NO. 5) FOR ONE YEAR TO FUND AFFORDABLE HOUSING PROGRAMS AND PROJECTS WITHIN THE CITY OF PRAIRIE DU CHIEN, WISCONSIN

WHEREAS, Section 66.1105(6)(g) of Wisconsin Statutes provides that "after the date on which a tax incremental district created by a city pays off the aggregate of all its project costs, and notwithstanding the time at which such a district would otherwise be required to terminate under sub (7), a city may extend the life of the district for one year for the purpose of improving its housing stock," and

WHEREAS, Section 66.1105(6)(g) further states that such an extension of the life of a tax incremental district must be by resolution of the Common Council, such resolution to specify how the city intends to improve its housing stock through the use of TIF funds realized from such extension, and further that at least 75 percent of such funds must be used to benefit affordable housing (housing costing no more than 30 percent of the household's gross monthly income) in the city with the remaining funds to be used to improve overall housing stock; and

WHEREAS, the City of Prairie du Chien Tax Incremental District No. 5 is a TIF District created effective September 28, 1994, to assist in industrial and commercial development on the south end of Prairie du Chien; and

WHEREAS, TID No. 5 will pay off the aggregate of all its project costs using increment received in 2022 from 2021 taxes; and

WHEREAS, TID No. 5 is at the end of its statutory life as of September 28, 2021, and therefore is required to be terminated; and

WHEREAS, TID No. 5 through the highly successful implementation of its project plan has resulted in the creation of over $7,000,000 of new taxable increment; and

WHEREAS, the Joint Review Board (JRB), with representation from all the taxing jurisdictions, voted unanimously at the JRB meeting on January 19, 2021, to recommend to the Common Council of the City of Prairie du Chien to extend the life of TID No. 5 for one year for the purposes of affordable housing; and

WHEREAS, the City of Prairie du Chien wishes to exercise its ability under Section 66.1105(6)(g) of Statutes to extend the life of Tax Incremental District No. 5 for one year to fund activities that benefit affordable housing and improve its housing stock; and

WHEREAS, the need for additional affordable housing in Prairie du Chien has been well documented through numerous reports and studies, most notably the *Prairie du Chien Housing Needs Assessment*; and

WHEREAS, this housing need is an ongoing barrier to population growth, community enhancement, and economic development; and

WHEREAS, the redevelopment of vacant, underutilized, or blighted properties as affordable housing especially in or near Prairie du Chien's downtown is a priority of the Common Council; and

WHEREAS, the support and expansion of Prairie du Chien's current program to improve existing housing stock in the City is also a priority of the Common Council;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Prairie du Chien does hereby extend the life of Tax Incremental District No. 5 by one year (twelve months), to September 28, 2022, using increment received in 2023 from 2022 taxes, for the express purpose of funding programs and projects to increase and improve affordable housing and to improve housing stock; and

BE IT FURTHER RESOLVED that the Common Council does hereby direct that the revenue from this one-year extension of Tax Incremental District No. 5 be utilized as follows:

1) No less than seventy-five percent of the revenue to be used for affordable housing with precedence being given to projects and programs that redevelop vacant, underutilized, or blighted properties in or near Prairie du Chien's downtown. These funds will be utilized in collaboration and consultation with the Redevelopment Authority and

may be used to provide grants or loans, to purchase properties, to remove property barriers to the development of affordable housing projects, and to provide other assistance necessary to make affordable housing projects financially feasible. These funds should to the fullest extent possible leverage funds from other sources to maximize the projects supported. Additionally, loans should be prioritized over grants in order for the City to create a long-term source of housing funds.

2) No more than twenty-five percent of the revenue to be used to improve the overall housing stock of Prairie du Chien. These funds will be used in tandem with the City's existing housing fund and will be managed by Community Development Alternatives (CDA), the housing fund administrator. CDA in conjunction with City staff shall develop rules and application materials for use of these funds.

BE IT FURTHER RESOLVED that a copy of this resolution be filed with the Wisconsin Department of Revenue, as notification of this action; and

BE IT FURTHER RESOLVED that a copy of this resolution be provided to all members of the TID Joint Review Board, also as notification of this action.

Adopted this 23rd day of February 2021.

Resolution introduced and adoption moved by: ________________________

Motion for adoption seconded by: _____________________________________

By a vote of: _______ in favor, ______ against, and ______abstain.

____
David Hemmer, Mayor of the City of Prairie du Chien

____
Chad Abram, City Administrator of the City of Prairie du Chien

COMMUNITY DEVELOPMENT AUTHORITY

GRAND RIVER • GREAT CITY

La Crosse • Wisconsin

City of La Crosse

Affordable Housing Revolving Loan Fund

Policy Guidelines

Approved by Community Development Committee

Updated 9/14/2021

Contact: Dawn Reinhart, Neighborhood Housing Development Associate reinhartda@cityoflacrosse.org (608) 789-7360

Section 1. Introduction

1.1 Purpose

To purpose of the Affordable Housing Revolving Loan Fund ("the Fund") is to assist developers in addressing the lack of quality and affordable housing stock available in La Crosse, especially for its lowest income citizens through incentivizing the construction of new multi-family units by non-profit or for-profit developers.

The Fund intends to revitalize distressed areas of the city through criteria that provides additional points to projects that redevelop in priority areas of the city, eliminate blight, or redevelop historic buildings. The fund will prioritize projects that deeply subsidize units and have units set-aside for people transitioning out of homelessness.

The fund will promote racial equity and the City's *Analysis of Impediments to Fair Housing* by ensuring that the funded projects include an affirmative marketing plan that identifies specific steps to reach out to historically marginalized that likely would not otherwise be aware of the housing opportunities.

1.2 Background

The City of La Crosse's Affordable Housing Revolving Loan Fund was established by the Common Council of the City of La Crosse in February 2021 under Legislation 21-0072. The Fund is anticipated to have future contributions from the City of La Crosse's Community Development Block Grant and HOME Investment Program. All projects will be reviewed for approval by the Community Development Committee (CDC).

Section 2. Funding

2.1 Funding Available

$1,225,000 with disbursements available beginning in 2022; applications will be accepted throughout 2021. $425,000 is being set-aside for the Replacement Housing program staff to do acquisition and demolition for future market-rate single-family housing. $50,000 will be set-aside for project administration. (Total available: $1,700,000).

Funding is available for Multi-family projects only.[1]

[1] Multi-family projects for this program include 3 or more residential units.

Funding Amounts

- Maximum $45,000 per unit created or maximum of $25,000 per renovated unit for individuals exiting homelessness[2]
- Maximum $25,000 per affordable unit created or maximum of $25,000 per renovated unit for individuals earning 120% La Crosse County Median Income or less
- Maximum $10,000 per market rate unit created where at least 75% of the units are set aside as affordable units
- An additional $5,000 per unit may be considered when necessary for projects to provide for fully accessible units, high air quality, energy conservation or lead paint hazard reduction efforts.
- Maximum amount per project: $800,000.

2.2 Loan Terms

- For all projects creating or rehabilitating units for individuals exiting homelessness, the loan shall be 1% simple interest due annually, with the principal deferred for 20 years or until sale.
- For projects that have 20% of total units set aside as affordable units, the loan shall be 1% simple interest due annually, with principal deferred for 20 years or until sale
- For all other projects, the loan shall be 2% simple interest due annually, with principal deferred for 20 years or until sale.
- Project must meet underwriting criteria, Attachment A of this document.
- A Land Use Restriction will be recorded and the affordability and income requirements will be in place as long as the funds are owed to the City.
- City loan is in second position to the first mortgage holder and construction loan[3].
- Eligible costs are acquisition, demolition, site preparation, construction costs, architecture, and engineering.

Section 3. Affordability Definitions

The maximum program rents will not exceed 30% of tenant's gross income AND affordable units cannot exceed the current Section 8 Fair Market Rent for the Unit as determined by the Federal Department of Housing and Urban Development (HUD). Income limits established annually by HUD. Tenants to be qualified upon initial leasing of the unit and may be require to re-certify annually. The City of La Crosse retains the right to do a property inspection to ensure property is in good working order.

[2] Units created for individuals exiting homelessness must be working in coordination with the Continuum of Care and maybe eligible for additional funding based on need for supportive services.

Section 4. Eligibility and Application

4.0 Applicant Eligibility

- For-profit and non-profit developers with demonstrated experience managing and developing multifamily projects; demonstrated experience developing affordable housing preferred.
- Project must be for developments located within the City of La Crosse and meet the affordability definitions in section 3 of this document.
- Projects where developer owns the land or has land under a binding offer to purchase.

4.1 Design Criteria

- Architectural plan should meet the City of La Crosse's Multi-Family Design Standards (http://www.cityoflacrosse.org/DocumentCenter/Home/View/3486). If the development includes commercial space, plans shall meet the City's Commercial Design Standards.
- Plans should set a standard for quality design, through architecture and use of finishes and materials that are appropriate for the surrounding neighborhood and will be a visible and permanent expression of the historical character of La Crosse.
- Wherever appropriate, the design should reinforce the public realm of open space and sense of community through appropriately scaled entries, porches, fenestration, landscaping, and architectural details.
- Wherever appropriate primary ground floor entries to multifamily buildings must orient to street, not to interior blocks or parking lots.
- Project must agree to incorporate green-building elements greater than 150 points, as determined by Green Build and incorporate recommendations of Energy Design Assistance Program (Focus on Energy).
- Location must contribute to elimination of blight or in targeted areas for redevelopment by the City of La Crosse (as identified in a City Plan), preservation of historic building, or create significant additional tax base for the City (defined as over $2 million in additional tax base).

4.2 Application Process

1. Meet with Planning & Community Development Staff (Staff) to determine eligibility.
2. Complete and submit application (Word Application, Excel Forms), pay the non-refundable application fee equal to 1% of funding request for each application.
3. Staff review of application, underwriting. Staff will score the application according to the criteria outlined below. Based on preliminary scoring, Staff will present applicant to CDC.
4. Evaluation of project by CDC and issues for deliberation are discussed. Approval or denial of project by CDC, commitment or rejection letter to Developer
5. Applicant secures all other sources of financing/funding.

6. Environmental Review (if CDBG funds used) and approval of Development Agreement, Loan Repayment Note, Mortgage Lien, Land Use Restriction Agreement, by CDC.
7. Prior to final closing on the loan: Staff will collect the following documents:
    A. Evidence of all secured financing, including terms and conditions
    B. If equity is committed by the developer, evidence of available equity funds
    C. Copy of partnership agreement or operating agreement if the applicant is a partnership or limited liability corporation. This should indicate the cash contributions by the partners or members.
    D. Verifiable evidence of site control
    E. Copy of construction cost estimates, construction contract, preliminary bid; and comparable to numbers presented in application
    F. For LIHTC projects; documentation of the syndication costs (legal, accounting, tax opinion) from the organization/individuals who will syndicate and sell the offering to ensure that the project can support the fees necessary to syndicate/fund project
    G. Agreements governing the various reserves which are capitalized at closing (to verify that the reserves cannot be withdrawn later as fees or distributions)
8. Staff receive draw requests and process loan disbursements

4.3 Application

To apply to the Fund, applicants should complete the Multi-Family Affordable Housing Project Application, available here. The application will allow the developer to describe the proposed "development concept" and their experience both developing and operating multi-family projects. All application materials are posted on the City's website, under Community Development and Housing.

a. For the application, complete the **WORD** document containing the Narrative Questions, divided into **SECTIONS.** (Example 3.1 Project Summary)
b. The tabs in the **EXCEL DOCUMENT** that is divided into **Forms (Form 2, etc.).**
c. Add Attachments A-C in appropriate sections.

Project Summary

1. Describe basic information on project sponsors, proposed ownership.

Project Description

1. Project Narrative- Describe how the proposed project meets the City's goals.
2. Design Quality and Compatibility- Describe how concept would meet design criteria and green building standards.
3. Excel Tab 2a- Units by Bedroom Count and Income Levels
4. Excel Tab 2b- Project Schedule
5. Excel Tab 2c- Low Income Housing Tax Credit Self Score, if applying for LIHTC
6. Attachment A- concept plan/site and sample drawings or pictures of proposed concept.

Development Budget

1. Narrative of sources and uses budget.
2. Excel Tab 3- Proposed Development Sources and Uses Budget

Financing Sources

1. Financing Narrative
2. Excel Tab 4- Financing Sources

Project Operations

1. Operating Pro-Form Narrative
2. Supporting Housing Services, Case Management, and Residential Support Services
3. Excel Tab 5a- Proposed Rents
4. Excel Tab 5b- Operating, Service, and Rent Subsidy Sources
5. Excel Tab 5C- Operating Pro Forma

Organizational Capacity

1. General/Ownership Entity
2. Experience
3. Personnel
4. References
5. Property Management
6. Equal Opportunity/Section 3 Compliance
7. Excel Tab 6- Sponsor Experience
8. Attachment B- Up to four (4) photographs of similar projects carried out by developer.
9. Attachment C- Résumé for lead project manager
10. Attachment D- Copy of partnership agreement or operating agreement if the applicant is a partnership or limited liability corporation. This should indicate cash contributions by partners or members.
11. Attachment E- Copy of W-9 Form
12. Attachment F- If applicable, commitment letter from non-profit organization providing supportive services for the units targeted for very low-income populations.

Conflict of Interest Certification

5.0 Evaluation of RFP

5.1 Project description and Technical Approach (20 points)

Evaluation of organization's technical approach to the project, proposed design quality, and how well the plan meets the City's goals and vision for a multi-family development. Extent to which the project is a priority for revitalizing a distressed area of La Crosse, preserving a historic building, or adding new tax value.

- 5 Points given if supported by the recognized neighborhood association in the area (0 if not approved or not presented to neighborhood association).

5.2 Financial Soundness and Capacity to Obtain Funding for Project (10 points)

Evaluation of the financial soundness of proposed funding plan and the capacity of the developer to successfully obtain LIHTC and other funding for the project, including operating subsidies for subsidized units. If pursuing LIHTC, staff will evaluate the extent to which the self-score given for the LIHTC financing will likely to be a competitive score to receive funding.

5.3 Underwriting (15 points)

The City will analyze the proposed budget utilizing, Attachment A-Underwriting Criteria and evaluate how the proposal meets each of the criteria.

5.4 Property Management and Property Management Plan (15 points)

Reputation of the developer, owner, and/or property management company. This will be evaluated by reviewing history of orders to correct with the City, complaints, police calls to properties owned by the Developer. If proposing units for individuals who have experienced homelessness, documentation of experience with similar projects. If no previous experience in La Crosse, Staff will evaluate references provided and reputation in other communities.

Provide sufficient relevant experience and demonstrated reliable financial and organizational capacity to adequately execute property management responsibilities. Property managers should have a track record with the specific type of housing being proposed and should be guided by a sufficiently detailed property management plan that contains property and tenant management policies and procedures including security measures to maintain a safe living environment.

5 points- Evaluation of the Developer's plans to affirmatively market the availability of units in the project. Specific steps identified to reach out to marginalized and racially diverse groups in the community about the housing opportunity.

5.5 Supportive Housing Services (5 points)

Quality of plan to provide housing units intended for households who are homeless; where an adult in the household has a disability, including serious mental illness, chronic substance abuse, or other disabling conditions that require access to supportive services to maintain housing.

Quality of plan to establish a strong integrated referral system, including information and referral advocacy, case management, job training, self-reliance training, formation of resident association, community building activities, physical activity, GED classes, AODA meetings.
Plan to lower barriers for people experiencing homelessness (i.e. background, history, eviction)

Quality of plan to maintain property and provide services over 15-year period.

5.6 Organization Capacity (15 points)

The City is seeking to invest in a developer that represents a sound long-term investment of scarce housing resources. The City will evaluate whether sponsors have demonstrated experience to execute the project within budget, exercise independent judgment, and perform actions necessary to achieve the project directives, secure all the necessary funding, and operate the development over the long-term.

Total: 80 POINTS
(A MINIMUM POINT THRESHHOLD OF 55 IS REQUIRED TO BE CONSIDERED FOR FUNDING)

5.8 Evaluation Conditions

The City reserves the right to reject any or all proposals or parts of proposals and to negotiate modifications of proposals submitted. All proposals become property of the City of La Crosse once submitted. The successful applicant will sign a contract including the standard terms and conditions (both city and federal) listed in Attachment B.

ATTACHMENT A. UNDERWRITING STANDARDS

1. **Ratio of Soft Costs to Total Project Costs-** The budget will be compared to other proposals based on ratio of soft costs to total project costs. 15% or less given highest score, over 30% costs which are soft costs will be given lowest score.

2. **Cost Reasonableness-** The development budget will be compared to similar projects based on a total cost per unit basis. Should not exceed $240,000 per unit.

3. **Total professional soft costs** should not exceed 24% of the total project cost (professional soft costs are defined as the total architectural fees, survey costs, engineering fees, appraisal, market study, environmental report, title and recording fees)

4. **Maximum rents:** The project rents (plus utilities) for affordable units should fall at or below the maximum rent allowed for the targeted income as described in these policies.

5. **Developer fees may** not exceed the following limits:
   - For new construction- no greater than 15% of the total development costs, excluding the developer fee, construction consulting fee, and capitalized reserves for the first 50 units, and no more than 8% of the total development costs, excluding the developer fee, construction consulting fee, capitalized reserves for 51 units and over
   - For acquisition/rehabilitation, adaptive re-use projects, in which the ownership is not changing (including if the existing entity is an affiliate of the new entity), a maximum total development costs minus total developer fee as follows: first 50 units 10%, units 51 and over – 5%.

6. **General Contracting Fee Limits**

   - **Contractor's Profit:** The maximum contractor profit is 6% of net construction costs. Net construction costs defined as construction costs and on-site work, not including contractor profit, general requirements and overhead.
   - **General Requirements:** The maximum general requirements allowed are 6% of the net construction costs. Cost to be considered include: on-site supervision, signs, field office expenses, temporary sheds and toilets, temporary utilities, equipment rental, clean-up costs, rubbish removal, permits, watchmen's wages, material inspections and tests, all of the general contractor's insurance (except builders' risk), temporary walkways, fences, roads, and other similar expenses.

7. **Debt service coverage:** 1.15 minimum for year 1 and minimum of 1.00 for years 2-20. Should the project reflect a negative cash flow, an operating deficit reserve account will be required to be capitalized at the initial closing to satisfy any deficit.

8. **Vacancy Rate:** Expected to range from 5% - 7% for residential, 20% for commercial.

9. **Asset Management Fee:** Up to $25 per unit per month, minimum of $5,000 annually. This fee should be the last operating expense paid after debt service.

10. **Property Management Fee:** Up to $60 per unit per month based on the size of development.

11. **Replacement Reserves:** Initial deposit- A replacement reserve analysis will include an inventory of the existing components in the development, their costs, effective ages, and effective useful lives. Ongoing deposits- $300-$450 per year.

12. **Operating reserves-** The minimum operating reserves is 4-6 months of operating expense, debt service, and replacement reserves.

13. **Underwriting projection period (to be show on the cash flow**): 15 years from stabilized occupancy.

14. **Sources and Uses Analysis:** All sources (both public and private) must be identified with dollar amounts and timing and availability of each source.

15. **Support services:** The appropriate level of support services for the homeless many need to be an ongoing operating expense. County/HUD/other funding should be identified by the developer.

ATTACHMENT B. CONTRACT TERMS AND CONDITIONS

* These terms and conditions are all inclusive. They may not apply depending on the source of funding.

(1). Federal Community Development Block Grant/HOME Terms and Conditions
The multi-family housing development that will be executed will be subject to the following terms and conditions and will be made part of the contract with the successful developer.

1. **The federal HOME Investments Partnership program (HOME)** has new rules which the developer may be unfamiliar with. Among the changes are the following:
    a. The City of La Crosse will be required to examine annually the financial condition of rental projects with at least 10 HOME-assisted units.
    b. New minimum property standard requirements and inspection requirements would be established. The City implements HUD's current property standards by utilizing State and local codes, ordinances, and requirements.
    c. Projects not completed within 4 years from the date of project commitment would be considered terminated must repay HOME funds invested in the project.
    d. Repayment of HOME funds are required for any HOME unit that is not rented to eligible tenants within 18 months of project completion.

2. **COMPETITIVE BIDDING:** Projects must comply with federal bidding procedures for, CDBG and HOME Funds, the selection of a general contractor and/or the selection of sub-contractors. Developers are encouraged but not required to use open and competitive processes for the selection of consultants such as architects and engineers.

3. **DEVELOPER CAPACITY:** Developers must demonstrate the following:
    a) Professional development experience, reasonable financial strength, and the ability to undertake the proposed project;
    b) The ability to obtain sufficient financing; and
    c) Sufficient capability to manage the project successfully after completion or hire a professional management company with experience in managing affordable housing.
    d) In all cases, architectural costs, legal fees and initial reserves are deducted from the total development cost as the total developer fee to make the calculation. The total fee includes: Developer fee, development consultant fees, processing agent costs, non-profit administrative costs, profit, overhead, and all deferred fees.

4. **INTEREST RATE FOR PERMANENT FINANCING:** All projects will use a current market interest rate for purposes of estimating mortgage financing in their proposals.

5. **PROJECT FINANCING AND TIMELY COMPLETION CONDITIONS:** Developers are required to submit a project schedule that outlines the milestone stages of the project, including the acquisition of site, securing the other project funding, closing date, relocation, demolition,

and construction commencement and completion dates. Funds must be used in a timely manner. Projects unable to meet the timelines may lose their funding allocation.

6. **CDBG:** Eligible activities include: acquisition of property, relocation, moderate or substantial rehabilitation of units, and other reasonable expense (not associated with new construction) necessary for the development of affordable, non-luxury rental housing.

7. **ACCESSIBILITY REQUIREMENTS SECTION 504 (24 CFR PART 8**): New construction projects with 5 or more units or rehabilitation projects with 15 or more units and rehab costs of more than 75% of the replacement cost of the completed facility must have a minimum of 5% of the units (but at least one unit) be accessible to mobility-impaired and an additional 2% (but at least one unit) be accessible to sensory-impaired. Units in compliance with the Uniform Federal Accessibility Standards (UFAS) are deemed in compliance with Section 504. CPED encourages developers to use good faith efforts to follow Section 504 rules for those projects that are not required to comply with Section 504.

8. **FAIR CONTRACTING, WMBE UTILIZATION, AND SECTION 3:** Borrowers and their general contractors shall be encouraged to take actions, consistent which would increase opportunities for women and minority business enterprises (WMBEs).

   In addition, projects that are awarded federal funds must comply with Section 3 of the Housing and Urban Development Act of 1968, which requires that all economic opportunities generated by HUD funding be directed, to the greatest extent feasible, to low-income persons residing in the community where the project is located. Borrowers and their contractors must complete a Section 3 plan stating numerical goals for contracting and hiring that meet federal targets as well as a description of the efforts they will make to achieve these goals.

   Both WMBE and Section 3 should be addressed in the section of the application where a bidding/contracting process is proposed. Once construction begins, Borrowers will be required to report regularly on progress toward meeting WMBE and Section 3 goals, if applicable.

<u>OTHER HUD STANDARD CONTRACT TERMS AND CONDITIONS</u>

1. Title VI and Title IX of the Civil Rights Act of 1964 (Public Law 88-352)(42 U.S.C. 2008d et seq.); and implementing regulations issued at 24 CFR Part 1; as amended by Executive Order 11375 and 12086, and implementing regulations at 41 CFR Chapter 60, which prohibits discrimination in any activity receiving federal financial assistance.

2. Title VIII of the Civil Rights Act of 1968, (Public Law 90-284)(42 U.S.C. 3601 et seq.); as amended, which prohibits discrimination in housing on the grounds of race, color, religion, national origin, sex, disability, or familial status.

3. Section 109 of Title I of the Housing and Community Development Act of 1974, as amended, (42 U.S.C. 5301 et seq.) which requires that no person will on the grounds of race, color, national origin or sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity funded in whole or in part with Community Development Block Grant funds.

4. Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) which prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.

5. Section 504 of the Rehabilitation Act of 1973, (Public Law 93-112) as amended, and implementing regulations when published for effect. Said regulation provides for nondiscrimination based on disability in federally-assisted programs and activities.

6. Fair Labor Standards Provisions, which govern responsibilities for workers employed in connection with federally-assisted construction projects. Statutory provisions include:

   a. Davis-Bacon Act (40 U.S.C. 276a-276a-5) which contains minimum wages (basic rate of pay), fringe benefits, and wage withholding.
   b. Contract Work Hours and Safety Standards Act (U.S.C. 327 et seq.), provides that work in excess of 40 hours per week will be compensated for at rates not less than one and one-half times the basic rate of pay.
   c. Copeland Act (Anti-Kickback Act)(40 U.S.C. 276c), makes it an offense for any person to induce any person employed in the construction or repair of any public work financed in whole or in part with federal loans or grants to give up any part of the compensation to which he or she is entitled under the contract of employment.
   d. Fair Labor Standards Act (29 U.S.C. 102 et seq.) provides for minimum wages for construction workers, overtime pay, record keeping, and child labor standards.

7. It is the owner's responsibility to make all prospective contractors he is accepting proposals from, for doing the construction work, aware of the minimum wages required for all laborers and mechanics working upon the job site. A copy of the applicable Federal Wage Decision and the Federal Labor Standards Provisions is to be obtained from the City included in all bidding documents.

8. National Flood Insurance Program requirements which mandate the acquisition of a flood insurance policy in the amount of the cost of the construction and/or acquisition for a period of five (5) years from the date of disbursement of funds when the Subrecipient facility is located in Zone A of the National Flood Insurance Program Flood Insurance Rate Map. Said policy will name the City of La Crosse as an insured, and evidence of such policy will be provided to the City of La Crosse. Said policy must be purchased before disbursement of funds, and the Subrecipient's obligation to provide flood insurance coverage will terminate after the five (5) years of coverage has concluded.

9. Federal Executive Order 11246, as amended by Executive Order 12086 and regulations at 41 CFR Chapter 60, which require nondiscrimination in employment for federally-assisted contracts and assures that contractors are fully informed of affirmative action requirements.

10. Section 3 of the Housing and Urban Development Act of 1968, as amended, which provides, to the extent feasible, opportunities for training, and employment will be given to lower-income residents for HUD-assisted project areas and that contracts for work in connection with such projects be awarded to business concerns which are located in or are owned in substantial part by project area residents.

11. Use of debarred, suspended, or ineligible contractors (24 CFR Part 24).

12. The Conflict of Interest provisions that no person who is an employee, agent, consultant, officer, elected official or appointed official of the City, who exercises or has exercised any functions or responsibility with respect to such funds being provided by the City or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, will obtain a personal or financial interest or benefit from the project, or have any interest in a contract, subcontract, or agreement with respect thereto, or the proceeds thereof, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter, except for approved eligible administration or personnel costs.

CITY OF LA CROSSE STANDARD CONTRACT TERMS AND CONDITIONS

Successful applicant will agree to abide by the City's Standard Contract Terms and Conditions.

DEFINITIONS. In this section "Contracting Party" shall mean any party that is entering into this Agreement with the City of La Crosse. "La Crosse" shall mean the City of La Crosse. These definitions shall apply only to this section titled "Standard Terms and Conditions" and shall not replace, modify or supersede any definitions used in other sections of this Agreement.

STANDARD OF PERFORMANCE. Contracting Party agrees that the performance of the services, pursuant to the terms and conditions of this Agreement, shall be performed in a manner consistent with the degree of care and skill ordinarily exercised by members of the same professions currently practicing under similar circumstances providing like services. Contracting Party agrees to abide by all applicable federal, state and local laws, regulations and ordinances, and all provisions of this Agreement.

FULLY QUALIFIED. Contracting Party represents that all personnel engaged in the performance of the services set forth in this Agreement shall be fully qualified and shall be authorized or permitted under state and local law to perform the services.

SCOPE OF SERVICES. Contracting Party is required to perform, do and carryout in a satisfactory, timely, and professional manner the services set forth in this Agreement. The Contracting Party is required to furnish all services and labor necessary as indicated in this Agreement, including without limitation materials, equipment, supplies, and incidentals. The scope of services to be performed shall include, without limitation, those services set forth in this Agreement. La Crosse may from time to time request the Contracting Party to perform additional services which are not set forth in this Agreement. In the event that such a request is made, the performance of such services shall be subject to the terms, conditions and contingencies set forth in this Agreement.

CHANGE OF SCOPE. The scope of service set forth in this Agreement is based on facts known at the time of the execution of this Agreement, including, if applicable, information supplied by Contracting Party. Scope may not be fully definable during initial phases. As projects progress, facts discovered may indicate that the scope must be redefined. Parties shall provide a written amendment to this Agreement to recognize such change.

COMPENSATION. Contracting Party will be compensated by La Crosse for the services provided under this Agreement and subject to the terms, conditions and contingences set forth herein. Payments to Contracting Party for services rendered under this Agreement will be based on itemized invoices submitted on a monthly basis by the Contracting Party to La Crosse. These invoices must be itemized to include labor costs and the Contracting Party's direct expenses, including subcontractor costs. In addition, such invoices shall show the hours worked by the Contracting Party's staff and the amount of work completed as a percentage of the work to be performed. The final payment of the balance due the Contracting Party for the completed service shall be made upon completion and acceptance of the services performed by the Contracting Party under this Agreement.

TAXES, SOCIAL SECURITY, INSURANCE AND GOVERNMENT REPORTING. Personal income tax payments, social security contributions, insurance and all other governmental reporting and contributions required as a consequence of the Contracting Party receiving payment under this Agreement shall be the sole responsibility of the Contracting Party.

TERMINATION FOR CAUSE. If, through any cause, the Contracting Party shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contracting Party shall violate any of the covenants, agreements, or stipulations of this Agreement, La Crosse shall thereupon have the right to terminate this Agreement by giving written notice to the Contracting Party of such termination and specifying the effective date, at least ten (10) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other material related to the services performed by the Contracting Party under this Agreement for which compensation has been made or may be agreed to be made shall, at the option of La Crosse, become the property of La Crosse. Notwithstanding the foregoing, the Contracting Party shall not be relieved of liability to La Crosse for damages sustained by La Crosse by virtue of this Agreement by the Contracting Party, and La Crosse may withhold any payments to the Contracting Party for the purpose of setoff until such time as the exact amount of damages due to La Crosse from the Contracting Party is determined.

TERMINATION FOR CONVENIENCE. La Crosse may terminate this Agreement at any time and for any reason by giving written notice to the Contracting Party of such termination and specifying the effective date, at least ten (10) days before the effective date of such termination. If this Agreement is terminated by La Crosse pursuant to this provision, Contracting Party will be paid an amount which bears the same ratio to the total compensation as the services actually and satisfactorily performed bear to the total services of the Contracting Party covered by this Agreement, less payments for such services as were previously made. The value of the services rendered and delivered by Contracting Party will be determined by La Crosse.

SAFETY. Unless specifically included as a service to be provided under this Agreement, La Crosse specifically disclaims any authority or responsibility for general job site safety, or the safety of persons or property.

DELAYS. If performance of La Crosse's obligations is delayed through no fault of La Crosse, La Crosse shall be entitled to an extension of time equal to the delay.

OPINIONS OF COST. Any opinion of costs prepared by La Crosse is supplied for general guidance of Contracting Party only. La Crosse cannot guarantee the accuracy of such opinions as compared to actual costs to Contracting Party.

USE OF LA CROSSE PROPERTY. Any property belonging to La Crosse being provided for use by Contracting Party shall be used in a responsible manner and only for the purposes provided in this Agreement. No changes, alterations or additions shall be made to the property unless otherwise authorized by this Agreement.

INSURANCE. Contracting Party shall, at its sole expense, obtain and maintain in effect at all times during this Agreement the following insurance coverage:

1) Commercial General Liability Insurance of not less than $1,000,000.00 per occurrence for bodily injury, personal injury and property damage;
2) Automobile Liability Insurance of not less than $1,000,000.00 per occurrence for bodily injury and property damage covering all vehicles to be used in relationship to this Agreement;
3) Umbrella Liability Insurance of not less than $1,000,000.00 per occurrence for bodily injury, personal injury and property damage in excess of coverage carried for commercial general liability and automobile liability;
4) Professional Liability Insurance of not less than $1,000,000.00 per claim and annual aggregate; and
5) To the extent that Contracting Party employs any employees or as otherwise required by law, Workers' Compensation and Employees' Liability Insurance with Wisconsin statutory limits.

On the certificate of insurance, La Crosse shall be named as an additional insured on any General Liability Insurance, Automobile Insurance, and Umbrella Liability Insurance. The certificate must state the following: The City of La Crosse, its officers, agents, employees, and authorized volunteers shall be Additional Insured. Prior to execution of the Agreement, Contracting Party shall file with La Crosse, a certificate of insurance signed by the insurer's representative evidencing the coverage required by this Agreement. Such evidence shall include an additional insured endorsement signed by the insurer's representative. Contracting Party shall provide La Crosse with a thirty (30) day notice prior to termination or cancellation of the policy. La Crosse reserves the right to require review and approval of the actual policy of insurance before it executes this Agreement.

INDEMNIFICATION. To the fullest extent allowable by law, Contracting Party hereby indemnifies and shall defend and hold harmless, at Contracting Party's expense, La Crosse, its elected and appointed officials, committee members, officers, employees or authorized representatives or volunteers, from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, losses, interest, attorney's fees (including in-house counsel legal fees), costs and expenses of whatsoever kind, character or nature whether arising before, during, or after completion of the Agreement hereunder and in any manner directly or indirectly caused or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive of Contracting Party, or of anyone acting under its direction or control or on its behalf in connection with or incident to the performance of this Agreement, regardless if liability without fault is sought to be imposed on La Crosse. Contracting Party's aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the willful misconduct of La Crosse, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Nothing in this Agreement shall be construed as La Crosse waiving its statutory limitation and/or immunities as set forth in the applicable Wisconsin Statutes or other applicable law. This indemnity provision shall survive the termination or expiration of this Agreement.

Contracting Party shall reimburse La Crosse, its elected and appointed officials, officers, employees or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contracting Party's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by La Crosse, its elected and appointed officials, officers, employees or authorized representatives or volunteers.

NO PERSONAL LIABILITY. Under no circumstances shall any trustee, officer, official, commissioner, director, member, partner or employee of La Crosse have any personal liability arising out of this Agreement, and Contracting Party shall not seek or claim any such personal liability.

INDEPENDENT CONTRACTORS. The parties, their employees, agents, volunteers, and representative shall be deemed independent contractors of each other and shall in no way be deemed as a result of this Agreement to be employees of the other. The parties, their employees, agents, volunteers, and representatives are not entitled to any of the benefits that the other provides for its employees. The parties shall not be considered joint agents, joint venturers, or partners.

GOVERNING LAW. This Agreement and all questions and issues arising in connection herewith shall be governed by and construed in accordance with the laws of the State of Wisconsin. Venue for any action arising out of or in any way related to this Agreement shall be exclusively in La Crosse County, Wisconsin. Each party waives its right to challenge venue.

JURY TRIAL WAIVER. The parties hereby waive their respective rights to a jury trial on any claim or cause of action based upon or arising from or otherwise related to this Agreement. This waiver of right to trial by jury is given knowingly and voluntarily by the parties and is intended to encompass individually each instance and each issue as to which the right to a trial by jury would otherwise accrue. Each party is hereby authorized to file a copy of this section in any proceeding as conclusive evidence of this waiver by the other party.

NOTIFICATION. Contracting Party shall:
(1) As soon as possible and in any event within a reasonable period of time after the occurrence of any default, notify La Crosse in writing of such default and set forth the details thereof and the action which is being taken or proposed to be taken by Contracting Party with respect thereto.

(2) Promptly notify La Crosse of the commencement of any litigation or administrative proceeding that would cause any representation and warranty of Contracting Party contained in this Agreement to be untrue.
(3) Notify La Crosse, and provide copies, immediately, upon receipt, of any notice, pleading, citation, indictment, complaint, order or decree from any federal, state or local government agency or regulatory body, asserting or alleging a circumstance or condition that requires or may require a financial contribution by Contracting Party or any guarantor or an investigation, clean-up, removal, remedial action or other response by or on the part of Contracting Party or any guarantor under any environmental laws, rules, regulations, ordinances or which seeks damages or civil, criminal or punitive penalties from or against Contracting Party or any guarantor for an alleged violation of any environmental laws, rules, regulations or ordinances.

SEVERABILITY. The provisions of this Agreement are severable. If any provision or part of this Agreement or the application thereof to any person or circumstance shall be held by a court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such provision or part thereof to other persons or circumstances shall not be affected thereby.

ASSIGNMENT, SUBLET, AND TRANSFER. Contracting Party shall not assign, sublet, or transfer its interests or obligations under the provisions of this Agreement without the prior written consent of La Crosse. This Agreement shall be binding on the heirs, successors, and assigns of each party hereto. Contracting Party shall provide not less than forty-five (45) days advance written notice of any intended assignment, sublet or transfer.

NO WAIVER. The failure of any party to insist, in any one or more instance, upon performance of any of the terms, covenants, or conditions of this Agreement shall not be construed as a waiver, or relinquishment of the future performance of any such term, covenant, or condition by any other party hereto but the obligation of such other party with respect to such future performance shall continue in full force and effect

SUBCONTRACTING. None of the services to be performed under this Agreement shall be subcontracted without the prior written approval of La Crosse. If any of the services are subcontracted, the performance of such services shall be specified by written contract and shall be subject to each provision of this Agreement. Contracting Party shall be as fully responsible to La Crosse for the acts and omissions of its subcontractors and of person either directly or indirectly employed by them, as it is for acts and omissions of persons directly employed by it.

CONFLICTS OF INTEREST. Contracting Party covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contracting Party further covenants that in the performance of this Agreement no person having any conflicting interest shall be employed. Any interest on the part of Contracting Party or its employee must be disclosed to La Crosse

NON-DISCRIMINATION. Pursuant to law, it is unlawful and Contracting Party agrees not to willfully refuse to employ, to discharge, or to discriminate against any person otherwise qualified because of race, color, religion, sex, sexual orientation, age, disability, national origin or ancestry, lawful source of income, marital status, creed, or familial status; not to discriminate for the same reason in regard to tenure, terms, or conditions of employment, not to deny promotion or increase in compensation solely for these reasons; not to adopt or enforce any employment policy which discriminates between employees on account of race, color, religion, sex, creed, age, disability, national origin or ancestry, lawful source of income, marital status or familial status; not to seek such information as to any employee as a condition of employment; not to penalize any employee or discriminate in the selection of personnel for training, solely on the basis of race, color, religion, sex, sexual orientation, age, disability, national origin or ancestry, lawful source of income, marital status, creed or familial status. Contracting Party shall include or cause to be included in each subcontract covering any of the services to be performed under this Agreement a provision similar to the above paragraph, together with a clause requiring such insertion in further subcontracts that may in turn be made.

POLITICAL ACTIVITIES. Contracting Party shall not engage in any political activities while in performance of any and all services and work under this Agreement.

GOVERNMENTAL APPROVALS. Contracting Party acknowledges that various of the specific undertakings of La Crosse described in this Agreement may require approvals from the City of La Crosse Council, City of La Crosse bodies, and/or other public bodies, some of which may require public hearings and other legal proceedings as conditions precedent thereto. Contracting Party further acknowledges that this Agreement is subject to appropriation by the La Crosse Common Council. La Crosse's obligation to perform under this Agreement is conditioned upon obtaining all such approvals in the manner required by law. La Crosse cannot assure that all such approvals will be obtained, however, it agrees to use good faith efforts to obtain such approvals on a timely basis.

ENTIRE AND SUPERSEDING AGREEMENT. This writing, all Exhibits hereto, and the other documents and agreements referenced herein, constitute the entire Agreement between the parties with respect to the subject matter hereof, and all prior agreements, correspondences, discussions and understandings of the parties (whether written or oral) are merged herein and made a part hereof. This Agreement, however, shall be deemed and read to include and incorporate such minutes, approvals, plans, and specifications, as referenced in this Agreement, and in the event of a conflict between this Agreement and any action of La Crosse, granting approvals or conditions attendant with such approval, the specific action of La Crosse shall be deemed controlling. To the extent that any terms and conditions contained in this Agreement, all Exhibits hereto, and the other documents and agreement referenced herein conflict with these Standard Terms and Conditions, the Standard Terms and Conditions shall take precedence.

AMENDMENT. This Agreement shall be amended only by formal written supplementary amendment. No oral amendment of this Agreement shall be given any effect. All amendments to this Agreement shall be in writing executed by both parties.

IMPLEMENTATION SCHEDULE AND TIME OF THE ESSENCE. Any and all phases and schedules which are the subject of approvals, or as set forth herein, shall be governed by the principle that time is of the essence, and modification or deviation from such schedules shall occur only upon approval of La Crosse. The Mayor, or in the Mayor's absence, the Council President, shall have the ability to postpone any deadline listed herein, up to a maximum of ninety (90) days.

TIME COMPUTATION. Any period of time described in this Agreement by reference to a number of days includes Saturdays, Sundays, and any state or national holidays. Any period of time described in this Agreement by reference to a number of business days does not include Saturdays, Sundays or any state or national holidays. If the date or last date to perform any act or to give any notices is a Saturday, Sunday or state or national holiday, that act or notice may be timely performed or given on the next succeeding day which is not a Saturday, Sunday or state or national holiday.

NOTICES. Any notice, demand, certificate or other communication under this Agreement shall be given in writing and deemed effective: a) when personally delivered; b) three (3) days after deposit within the United States Postal Service, postage prepaid, certified, return receipt requested; or c) one (1) business day after deposit with a nationally recognized overnight courier service, addressed by name and to the party or person intended as follows:

To the City:	Attn. City Clerk	Copy to:	Attn. City Attorney
	City of La Crosse		City of La Crosse
	400 La Crosse Street		400 La Crosse Street
	La Crosse, WI 54601		La Crosse, WI 54601

Contracting party shall identify in writing and provide to La Crosse the contact person and address for notices under this Agreement.

INCORPORTION OF PROCEEDINGS AND EXHIBITS. All motions adopted, approvals granted, minutes documenting such motions and approvals, and plans and specifications submitted in conjunction with any and all approvals as granted by La Crosse, including but not limited to adopted or approved plans or specifications on file with La Crosse, and further including but not limited to all exhibits as referenced herein, are incorporated by reference herein and are deemed to be the contractual obligation of Contracting Party whether or not herein enumerated.

ACCESS TO RECORDS. Contracting Party, at its sole expense, shall maintain books, records, documents and other evidence pertinent to this Agreement in accordance with accepted applicable professional practices. La Crosse, or any of its duly authorized representatives, shall have access, at no cost to La Crosse, to such books, records, documents, papers or any records, including electronic, of Contracting Party which are pertinent to this Agreement, for the purpose of making audits, examinations, excerpts and transcriptions.

PUBLIC RECORDS LAW. Contracting Party understands and acknowledges that La Crosse is subject to the Public Records Law of the State of Wisconsin. As such, Contracting Party agrees to retain all records as defined by Wisconsin Statute § 19.32(2) applicable to this Agreement for a period of not less than seven (7) years after the termination or expiration of this Agreement. Contracting Party agrees to assist La Crosse in complying with any public records request that La Crosse receives pertaining to this Agreement. Additionally, Contracting Party agrees to indemnify and hold harmless La Crosse, its elected and appointed officials, officers, employees, and authorized representatives for any liability, including without limitation, attorney fees related to or in any way arising from Contracting Party's actions or omissions which contribute to La Crosse's inability to comply with the Public Records Law. In the event that Contracting Party decides not to retain its records for a period of seven (7) years, then it shall provide written notice to La Crosse whereupon La Crosse shall take custody of said records assuming such records are not already maintained by La Crosse. This provision shall survive the termination of this Agreement.

CONSTRUCTION. This Agreement shall be construed without regard to any presumption or rule requiring construction against the party causing such instrument to be drafted. This Agreement shall be deemed to have been drafted by the parties of equal bargaining strength. The captions appearing at the first of each numbered section of this Agreement are inserted and included solely for convenience but shall never be considered or given any effect in construing this Agreement with the duties, obligations, or liabilities of the respective parties hereto or in ascertaining intent, if any questions of intent should arise. All terms and words used in this Agreement, whether singular or plural and regardless of the gender thereof, shall be deemed to include any other number and any other gender as the context may require.

NO THIRD-PARTY BENEFICIARY. Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party.

COMPLIANCE WITH LAW. The parties shall comply in all material respects with any and all applicable federal, state and local laws, regulations and ordinances.

FORCE MAJEURE. La Crosse shall not be responsible to Contracting Party for any resulting losses and it shall not be a default hereunder if the fulfillment of any of the terms of this Agreement is delayed or prevented by revolutions or other civil disorders, wars, acts of enemies, strikes, fires, floods, acts of God, adverse weather conditions, legally required environmental remedial actions, industry-wide shortage of materials, or by any other cause not within the control of the party whose performance was interfered with, and which exercise of reasonable diligence, such party is unable to prevent, whether of the class of causes hereinabove enumerated or not, and the time for performance shall be extended by the period of delay occasioned by any such cause.

GOOD STANDING. Contracting Party affirms that it is a company duly formed and validly existing and in good standing under the laws of the State of Wisconsin and has the power and all necessary licenses, permits and franchises to own its assets and properties and to carry on its business. Contracting Party is duly licensed or qualified to do business and is in good standing in the State of Wisconsin and in all other jurisdictions in which failure to do so would have a material adverse effect on its business or financial condition.

AUTHORITY. The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

EXECUTION OF AGREEMENT. Contracting Party shall sign and execute this Agreement on or before sixty (60) days of its approval by the La Crosse Common Council, and Contracting Party's failure to do so will render the approval of the Agreement by the La Crosse Common Council null and void unless otherwise authorized.

COUNTERPARTS. This Agreement may be executed in one or more counterparts, all of which shall be considered but one and the same agreements and shall become effective when one or more counterparts have been signed by each of the parties and delivered to the other party.

SURVIVAL. All express representations, indemnifications and limitations of liability included in this Agreement will survive its completion or termination for any reason.

VILLAGE OF

McFarland

SUMMARY SHEET

MEETING DATE: **Thursday, January 19, 2023**

SECTION: **Schedule Next Meeting**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion regarding the drafting of a Community Grant Policy.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
The Village Board adopted the 2022 Budget with funding to support a Community Grant Program. The funds are carried within the General Fund and meant to serve various community efforts to be determined. This funding was again carried forward and approved in the 2023 Budget cycle as well. With the funds now established, the creation of a policy is meant to guide how the funds can be accessed and used. The policy to be created then will be incorporated in with the rest of our financial policies.

This is a new concept as we currently have not had this grant before nor a policy to guide its use. A few examples are included within the packet for perspective as most programs are run by separate entities outside the municipality's oversight. Our discussion to create the policy should center around the following concepts:

- Purpose - General statement identifying the context of the policy and in summary identifying its intended application.
- Definitions - Certain aspects or words may require definitions to understand
- Scope - Provides more detail on what the funds are intended to be used for.
- Qualifications - This section would identify who or whom could access the funds.
- Application Criteria - Organizes the process as to what is required in order to apply for the funds.
- Review Process - Once an application is received, outlines the process by which it is reviewed for consideration to award the request.
- Reporting Requirements - If there are any other reporting requirements needed for a request, then they should be outlined in this section.

There may be other categories we'll want to include but these will be the basic areas to start to frame up the draft. With some direction in these areas, then Staff can build a draft policy for review and consideration at the next meeting. Our schedule likely looks as follows:

- January - Introduce issue and provide initial direction.

- February - Initial review of draft policy and provide feedback.
- March - Final review of proposed policy and consider recommendation to the Village.

Could certainly adjust this as we go but meant to provide a general timeline for perspective.

FINANCIAL/BUDGET IMPACT:
The 2022 Budget allocated $12,500 for this purpose of which $5,000 was committed last year to a request from the McFarland Community Festival. The remaining $7,500 will be assigned for this purpose in fund balance and be joined with $12,500 budgeted in 2023. Total availability of funds presently is $20,000. Unspent funds from year to year will continue to be assigned within fund balance and tracked by the Village Auditor.

VILLAGE PLAN REFERENCE:
Village Fiscal Policy Manual

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
No action needed. Presented for discussion.

ATTACHMENTS:
1. CFSW - Grant Guidelines
2. MCF - Grant Guidelines
3. CFNC - Grant Guidelines
4. FACF - Grant Guidelines
5. Fitchburg - Grant Guidelines

COMMUNITY FOUNDATION OF SOUTHERN WISCONSIN

Your guide to our **online grant application.**

A sample of what you'll be asked online.

Please note: this is a general overview of an application. Questions may appear in more detail on the site. Some applications may require different or additional information as part of their grant review.

Tips and tools.

Print this out as you prepare your grant for a quick checklist of your progress.

Check here once section completed

Registration
Organization • Federal ID Number • Address • Phone
Executive Director Contact • Applicant contact, if different

The first screen you will see is a log-in page. You will need to set up an account with a password to proceed.

Organizational Background Information
Date established • Number of full-time employees
Number of volunteers • Brief description of organization's mission and purpose with description of population served and principal geographic area of service.

If your organization or school is not a registered 501(c)3, please call the Grants Manager at (608) 758-0883 to verify eligibility. Please note: your brief description is for your overall agency not just this project.

Organizational Financial Information
What are the dates of the organization's fiscal year?
Total the agency has in Endowment or Reserve Funds
Total operating expenses for the past fiscal year and current budget
Approvals of governing body and an equal opportunity policy?

This is the actual overall finances for your organization, not this project's budget. We just require a Yes or No answer to your EEOC policy and if your board approves of you applying for this grant.

Project Information
Project Title • Project Budget • Amount Requested • When needed?
Project Start Date/End Date
Describe who will directly benefit from project

Tell us the basic who, what, when, etc. of this proposal. You simply enter totals here. Full narrative follows. Total budget is often different than the amount requested, especially if you have additional sources of funding support.

Project Narrative
Identify the problem or need to be addressed
Identify the project goals and/or desired outcomes
Identify the proposed strategy to accomplish project goals/outcomes
Is this a new or ongoing activity?
Identify other principal sources of support
How will you publicly acknowledge the fund should you receive a grant?

This is the guts of your application that should detail what you are trying to accomplish in the end, and shouldn't be an explanation of just why you need funding for it. What will be your project's end result? Who will benefit from it and how? How will you achieve that? Why is this needed? This is your chance to "sell" your proposal by describing its impact.

Attachments/Uploaded Documents

You will be asked to upload applicable attachments as part of your application: organization budget, organization financial statements, list of board officers and directors, your agency's Form 990.

Project Budget A separate budget that is ***project specific***.

You will need to supply a **project budget**. This is a separate budget than your over organizational budget. Start by showing your total project budget, and include other revenue sources (income), including the amount of your grant request and a list of your spending needs (expenses.) Have your required attachments ready to upload and lastly, double check your application as there is no going back to it once you hit submit.

Remember, you can call us anytime with questions!
(608) 758-0883 or through www.cfsw.org

GRANT APPLICATION GUIDELINES

To apply for a grant, an organization must first have submitted a Letter of Inquiry to Madison Community Foundation (MCF). If your Letter of Inquiry has been accepted, you then are eligible to submit a grant proposal application.

Letter of Inquiry Due	Application Due	Grants Announced
August 1 by 4:30 PM	October 2 by 4:30 PM	December 22

INTRODUCTION

Outcome measurement is a cornerstone of MCF's grantmaking. For information on this approach to project design and evaluation, please consult published resources, especially:

- *Measuring Program Outcomes: A Practical Approach*, published by the United Way of America. An excerpt of this is available on the MCF website.
- *The Basic Guide to Outcomes-Based Evaluation for Nonprofit Organizations with Very Limited Resources*, developed by Carter McNamara, a management consultant in St. Paul, MN. This online guide is available at: http://managementhelp.org/evaluatn/outcomes.htm

As a short-term funder, MCF acknowledges that the outcomes you propose are likely to be initial or intermediate in nature. Long-term outcomes will generally be beyond the scope of evaluation for an MCF grant, although verification of the project's sustainability beyond immediate funding is essential. These distinctions are explained in the readings cited above.

If you have questions, contact Tom Linfield, Vice President of Community Impact at (608) 232-1763 or grants@madisongives.org.

GENERAL INSTRUCTIONS

- The MCF grant application packet has three components: the Cover Page, Proposal and Attachments.
- Thoroughly read all instructions before beginning.
- You must submit both an electronic copy and a hard copy of the application. The HARD COPY of the application must be postmarked on or before the due date. The ELECTRONIC COPY of the application (including the Cover Page, Narrative, Budget and various attachments) must be submitted by 4:30 p.m. on the application date. Submit the electronic copy to grants@madisongives.org as either a Microsoft Office or PDF file attachment. **Please include your organization's name in the email subject line.**
- **Electronic applications received after 4:30 p.m. on the due date will not be accepted.**
- Applications must be single-spaced, submitted in the requested format and include reasonable margins and with type no smaller than 11 points. **The hard copy should be three-hole punched and stapled without any other cover or binding.**
- Applying organizations must be tax-exempt, either as a federally determined 501(c)(3) entity or as a unit of government.
- We require a final evaluation assessing project outcomes for all grant projects within three months of completion. (Please use the final report template on the MCF website.)
- You will be excluded from further grant consideration if you have not submitted a final evaluation report for prior projects. Reports must follow MCF's evaluation format.
- Organizations are limited to one application per grant cycle. In general, MCF will not award a second grant to an organization that is still in the midst of finishing a previously funded grant.
- Applicants are expected to have multiple sources of income to execute project activities and evidence of other funding makes your application more competitive. In general, we expect applicants to have completed between one third and one half completed of their fundraising before applying for funds from MCF.
- Multi-year grant requests are considered for up to two years. In rare instances MCF will fund a three-year project. Talk with MCF staff about multi-year proposals prior to submission.
- We encourage grant seekers to review the MCF Grantmaking Guidelines before contacting staff. Questions can be directed to Tom Linfield, Vice President of Community Impact, at (608) 232-1763 or grants@madisongives.org.

GRANT APPLICATION COVER PAGE

Application Date (mm/dd/yy): ______________________

Organization Name: ____

Federal Tax Identification Number: __________________________

Executive Director: ____

Phone __________________________ Email ____________________________________

Address: ____

The date that your governing board approved a policy which states that the organization does not discriminate on the basis of age, race, religion, gender, sexual preference or national origin. Date ___________________

Grant Project Director: ____

Phone_________________________________ Email ____________________________

Project Name: ____

Project Duration (mm/dd/yy –mm/dd/yy): ____

Total Project Budget: $_ __________________

Funds Raised/Pledged to Date: $ _________________

Total Amount Requested from Madison Community Foundation $ ____________________

For multi-year requests, specify the number of years, the amount requested for each of those years, and the grand total for all years. ____________________________________

If the opportunity arises, may we share this application with other funders? ☐ Yes ☐ No

Contact Signature ______________________________________ Date ____________________

PROPOSAL FORMAT

Proposal should be single-spaced, no more than five pages (with one additional page for budget), submitted in the requested format, and have reasonable margins and type no smaller than 11 points.

1. **Description of Applicant Organization.** Describe the organization's mission, purpose and programs.

2. **Summary Project Description.** In a single brief paragraph of up to 1,500 characters (2" of text), summarize the project. Include key components, proposed outcome statements, the number of people involved in the project and collaborating partners. This summary will be the first thing reviewers see.

3. **Project Purpose Statement.** Describe the purpose of the program or project, the issues it will address, the significance of those issues and the impact on Dane County (or other geographic area in the case of an endowment challenge grant). Indicate who will benefit and estimate their number. Describe how your project will expand or complement existing community services, plus any arrangements to collaborate with other organizations.

4. **Proposed Outcomes and Outcome Indicators.** *Outcomes* describe how the program's activities changed knowledge, skills, attitudes, values, behavior, condition or status and should be measurable. They are the measurement of your program's success. *Outcome indicators* are the specific information (data) that measure how well a project is achieving its desired outcomes. Indicators also should include target number and/or percentage changes you hope to achieve with the project during the grant period (i.e., improved skills, knowledge, abilities, etc. from X to Y, decreased behavior ##%).

   Identify up to three outcomes for your project. Also specify the measurable indicators you will use to determine whether the outcomes have been achieved, including a target for each indicator or indicators. Identify the data and explain the data collection methods you will use to evaluate whether you have achieved the outcomes. The data you collect should relate directly to the outcome indicators. **Note:** Outcomes measurement is important information Madison Community Foundation will expect to see in your final report, should your grant be awarded. Your grant budget may include evaluation expenses.

   a. <u>Multi-Year Proposals:</u> Please specify targets for outcome indicators for each year. If your grant is awarded, you will be asked to report annually on those indicators before the distribution of the next year's funds.

   b. <u>Capital Proposals:</u> One outcome should address the capital asset (i.e., purchase or build building, acquire land). Other outcomes should reflect community impact, changes for those you serve and/or organization capacity growth of the organization as a result of the capital project.

c. Endowment Proposals: One outcome should address the organization's sustainability. Other outcomes should reflect changes in people or the organization from the endowment's impact. Key to an endowment campaign are the strategies and tactics you will use promote your organization, diversify your funding stream, reach new donors and increase giving from current donors.

5. **Activities/Strategies.** Briefly describe the activities or strategies you will use to accomplish the proposed outcomes. Provide a work plan, including a timeline and the responsibilities of staff and volunteers. Briefly discuss the qualifications of key personnel. If applicable, describe any training, participant selection procedures or policies. For endowment challenge grants, describe why an endowment fund is important to the organization as well as the organization's strategy for fundraising and continuing to grow the endowment.

6. **Funding Plan.** In narrative form, describe the financial plan for the proposed project.
   a. All Projects: Identify how funds requested from MCF would be spent (i.e., which specific line items of your budget). Indicate if the grant you are requesting would be used as a match or to leverage other sources of revenue. Describe how you would acknowledge a grant from MCF. Briefly explain how you plan to fund the project when the grant expires.

   b. Capital Projects: Describe how you determined project costs (e.g., competitive bids, architect, contractor). State the total capital budget and project the facility's annual operating costs. Explain your plan for financing ongoing maintenance/operations after the facility is completed. Give your capital campaign goal and indicate how you determined its feasibility.

   c. Endowment Proposals: Provide your endowment campaign goal and indicate how you determined its feasibility. Include a description of your endowment fundraising strategies both during the campaign and after the endowment has been established.

7. **Budget** *(see sample on page 7)* In spreadsheet form, submit a one-page line-item budget covering all projected expenses. Also submit an income budget that identifies all funding sources (other foundations, corporations, individuals, etc.). Please note whether each other funding source is secured or anticipated. The amount of total expenses must equal the amount of total funding sources.

   a. Applicants may choose to budget for administrative costs of up to 15% of direct project expenses. Applicants may also choose to budget for evaluation expenses.

   b. If you are seeking a multi-year grant, please format your budget page so using a separate column for each year's expense and revenue over the requested grant period.

ATTACHMENTS

[not required for governmental units or public schools]

Please submit the following attachments in electronic form only:

1. List of your board of directors, their affiliations and current email addresses for each (required). Identify the officers of your board.

2. Your organization's most recent audited financial statement. If your organization does not have a certified audit by an independent auditor, provide a copy of your most recent signed Form 990.

3. Current year income and expense budget for your organization.

Please submit the following attachments (if applicable) in hard copy only.

4. IRS determination letter indicating your organization's 501(c)(3) tax-exempt status **(for new applicants only).**

5. Letters of support (optional – three maximum). **Note:** If you reside in a community with its own community foundation or educational foundation, please submit a letter of support from that foundation indicating their investment in the project and/or belief in its impact on the community.

6. Additional attachments important to your proposal (optional).

PROPOSAL FORMAT (continued)

Please use this sample budget format

Expenses	Total Amount	MCF	Other Sources	Other Sources
Salary and Benefits: Program Manager/Coordinator $ hour x hours/week x # weeks or (total salary & benefits) x (% time spent on project)	$0.00	$0.00	$0.00	
Office Supplies	$0.00		$0.00	
Photocopies	$0.00		$0.00	
Postage/Shipping	$0.00		$0.00	
Other Project/Program Expenses (list)	$0.00		$0.00	
Miscellaneous (provide detail)		$0.00		$0.00
Evaluation Expenses		$0.00		$0.00
Subtotal Expenses	$0.00			
Administrative Expenses* (may not exceed 15% of Subtotal Expenses)	$0.00	$0.00	$0.00	$0.00
TOTAL PROJECT EXPENSES (sum of Subtotal and Administrative Expenses)	$0.00	$0.00	$0.00	$0.00

<u>Funding Sources</u>	Secured = S Anticipated = A	
Madison Community Foundation	A	$0.00
XYZ Corporation	A	$0.00
ABC Foundation	S	$0.00
In-kind Contributions	S	$0.00
Program Revenues	A	$0.00
**TOTAL PROJECT FUNDING ** **		$0.00 ====

* Administrative Expenses include those necessary to support the organization's operations but not directly related to project activities. These might include space rental, telephone, utilities, and use of office equipment.

** Total Project Funding must be equal or more than Total Project Expenses.

Provide information regarding applications to other donors (for this project in this fiscal year) which have not been funded.

GRANT CHECKLIST – BEFORE SUBMITTING YOUR FULL PROPOSAL

Please review this check list. If you answer "yes" to each question, you are ready to submit your proposal.

- ❑ Is your organization's name in the title of all documents?
- ❑ Did you include your organization's name in the subject of the email? (example: Madison Food Pantry – MCF Full Proposal)
- ❑ Is your proposal narrative single-spaced, no more than five pages (with one additional page for budget), submitted in the requested format, with reasonable margins and a type size that's 11 points or larger?
- ❑ Did you include your cover page, proposal narrative and required attachments?
- ❑ Are your proposal cover page and narrative combined into a single document?
- ❑ Is your electronic application saved as a PDF or Word document (not a scanned version)?
- ❑ Did you also mail a hard copy that is three-hole punched and stapled without any other cover or binding?
- ❑ Do you have the correct attachments with the electronic and hard copy applications (not all attachments should be submitted in both formats)?

If you answered "yes" to each question, you are ready to submit your proposal to grants@madisongives.org

COMMUNITY ENHANCEMENT GRANTS

The Community Foundation of North Central Wisconsin matches donated resources with innovative ideas from nonprofit organizations that meet community needs. They do that through a quarterly application review and distribution process. Applications are evaluated with consideration to the policies, funding objectives, and mission of the Community Foundation.

WHAT WE LOOK FOR

We attempt to understand both the specific objectives of a request and the long-term benefits that will be derived by the community if the project is funded. Consideration is given primarily to those organizations that are tax-exempt under section 501(c)(3) of the Internal Revenue code.

In awarding Community Enhancement Grants, our Distributions Committee favors innovative proposals that:

- Enhance the vibrancy and livability of the greater Wausau area and Marathon County
- Apply the Community Foundation's resources where they will be used wisely to make a long-term, tangible difference in meeting a specific community need
- Demonstrate community impact and outreach
- Reduce service duplication and promote agency collaboration

WHAT WE DO NOT GENERALLY FUND

- Annual campaigns
- Operating expenses or losses
- Debt retirement
- Endowments
- Direct support of individuals
- Lobbying
- Sectarian causes

It is highly recommended that applicants discuss their idea with Foundation staff prior to submitting an application. Contact Sue Nelson, program officer, at (715) 845-9555 or sue@cfoncw.org.

SNAPSHOT

APPLICATION PROCEDURE

The Community Foundation utilizes an online grant management system to accept applications electronically, review the applications, track the recipient's progress, and accept final reports.

Application link: https://cfoncw.org/grants-scholarships/community-grants/

APPLICATION DEADLINE

First business day of March, June, September, and December

GRANT RANGE

$1,000 to $100,000 depending on the scope of the project

APPLICATION REVIEW & NOTIFICATION

Our Distributions Committee reviews proposals several weeks after the application deadline. Community Foundation staff will occasionally contact the applicant for specific information regarding their proposal prior to the committee meeting. In some cases, a site visit is requested. The board of directors awards grants based upon the Distribution Committee's recommendations. Applicants are generally notified by program staff regarding the status of their application within 30 days of the application deadline.

FOLLOW UP REQUIREMENTS

The Community Foundation requires recognition of its grants. The Community Foundation's logo is available and should be used where appropriate.

Recipients are also required to document and submit photographs, which may be used in Community Foundation publications or marketing materials.

The final report is due within 30 days of project completion or two years from the award date, whichever comes first.

Nondiscrimination Policy

The Community Foundation only considers applications from organizations that do not discriminate on the basis of race, ancestry, color, age, familial status, disability, religion, gender, sexual orientation, marital status, lawful sources of income, national origin, or any other discriminatory practice prohibited by state or federal law. Applicants may be asked to provide their organization's nondiscrimination policy.

WHERE GIFTS TODAY BUILD BETTER TOMORROWS

Menu

Community Grant Guidelines

Who may apply:

- Applicants must be non-profit, tax-exempt organizations that serve a public purpose.
- The grant application must be approved and signed by a supervisor, when applicable. For example, a request involving the local school district or its students must be approved by a building principal or the school district's superintendent. Requests from city departments must be approved and signed by the city manager.

Purposes for which funds may be requested:

- Projects should be for educational, cultural, charitable or benevolent purposes that will benefit and improve the Fort Atkinson community.
- Projects should be creative, innovative and address community needs.
- Projects are expected to be accomplished within a specific period of time, generally not more than one year.

Community Grants typically are NOT awarded:

- To support operating or on-going expenses of organizations
- To pay wages or salaries
- In response to annual drives, to eliminate previously incurred deficits or expenses or for debt retirement
- To endowment funds
- For religious or sectarian purposes
- To individuals, other than through awards or pre-established scholarship funds
- For lobbying, partisan political purposes or campaigns

Fort Atkinson Community Foundation
244 North Main Street • Fort Atkinson WI 53538
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Designed by Oakhill Studios LLC

Healthy Neighborhoods (HN) Grant Program

2022 Application Guidelines

THE CITY OF Fitchburg WISCONSIN

Timeline

- January 25, 2022 – February 22, 2022: Eligible grant applications accepted.
- February 22, 2022: Eligible grant applications due to Community Development Planner at 4:00 p.m.
- Early March, 2022: Healthy Neighborhoods Grant Program Committee review applications and make funding award recommendations.
- Mid to late March, 2022: City Council review applications and make funding awards. Community Development Planner notifies organizations of funding awards.
- Within 10 months (approximately January 1, 2023) of funding awards notification: Project completion by organization, per application.
- Within 30 days of project completion: Funding report form due from organization to Community Development Planner.
- Within 30 days of funding report form, and associated information, submitted: Funding disbursed by City.

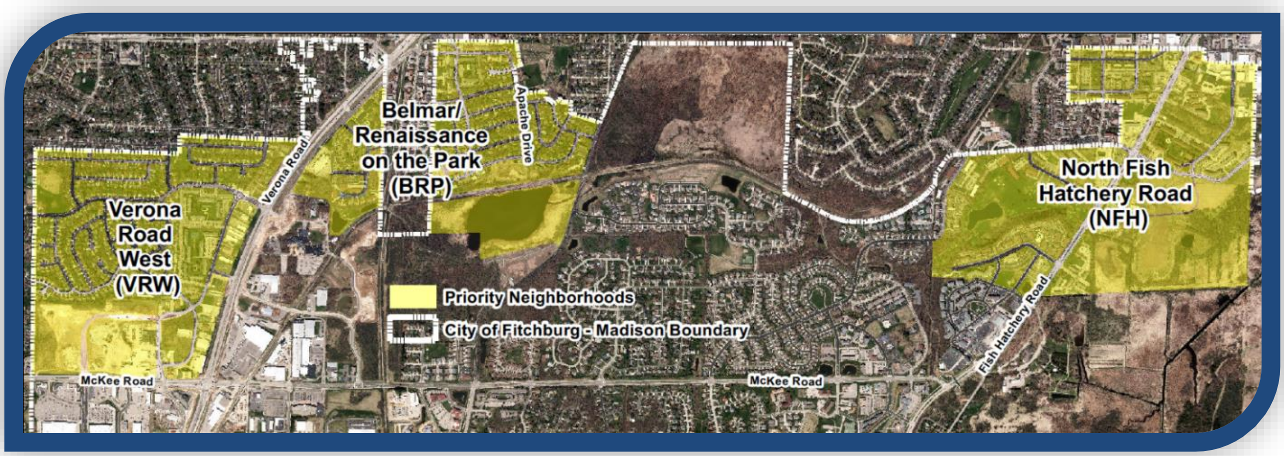
Application Eligibility

The following entities are eligible to apply for the HN Grant Program:

- Non-profit organizations, exempt from Federal income taxes under section 501(c)(3) of the Internal Revenue Code or equivalent, that conduct business without discrimination on the basis of race, religion, gender, sexual preference, age, marital status, disability or national origin

The following projects are eligible for HN Grant Program funding awards:

- **Those that serve City of Fitchburg residents and/or businesses within one of the HNI Priority Neighborhoods identified on the map below,** under the following categories:
  - New programs with a strong and realistic plan for success
  - Continuation or expansion of existing programs with a history of success
  - New, small-scale capital projects



The following entities are not eligible to apply to the HN Grant Program:

- Individuals
- Organizations submitting multiple applications in the same year
- K-12 educational institutions (unless said institution has an incorporated, non-profit element that submits an application)
- Post-secondary educational institutions
- Religious organizations seeking to use Program funds for religious purposes, whether directly or indirectly

The following projects/costs are not eligible for HN Grant Program funding awards:

- Annual or capital campaigns
- Buildings or land
- Capital grants to support ongoing maintenance and operations
- Health care services, including mental health
- Lobbying
- Personnel expenses, if exceeding 20% of total project award requested from the City of Fitchburg (Personnel expenses of up to 20% of total project award from the City are eligible costs. See page 3 of the Application Form for further detail.)
- Scholarships
- Short-term events and celebrations, such as conferences, festivals, and fundraising functions
- Sports and recreation, except where programming is used for academic purposes
- Substance abuse treatment

Program Focus Areas

The HN Grant Program focus areas include the following:

- Youth mentoring
- Youth education
- Adult education/workforce development
- Food security
- Neighborhood/community-building and engagement
  (This focus area covers a broad array of neighborhood programs/services. Please see the contact on page 4 of this document if you need further information as to whether an application would fall under this focus area.)

Application Evaluation Criteria

Eligible applications and projects identified therein will be evaluated for funding awards based on the following:

- Produces meaningful, reasonable, and sustainable outcomes
- Outcomes can be measured and evaluated
- Strengthens and enhances neighborhood/community assets
- Promotes self-sufficiency of individuals and/or organizations
- Encourages coordination/collaboration with other relevant partners
- Innovation

As part of the application evaluation process, the City may conduct a criminal background check on individual grantee(s) and/or principal(s) of the applicant organization. If said individual(s) and/or any principal(s) have a criminal conviction record, the following will be among the factors considered in determining whether or not the applicant will be eligible for a funding award:

- The nature and gravity of the offense(s)
- The time that has passed since the conviction and/or completion of the sentence
- The nature of the position held by the principal
- Procedures and policies in place to ensure the appropriate handling and use of the monies.

Funding Awards

The HN Grant Program maximum funding award is **$15,000 per year,** per organization. Program funding is rarely the sole financial supporter of projects, as applicants are expected to seek additional resources to accomplish project goals.

The HN Grant Program follows a reimbursement model and payment will be issued after the Funding Report Form is submitted to and reviewed by applicable City staff. An invoice, with accompanying receipts for all expenses, will be required for reimbursement.

Funding Awards Reporting

The HN Grant Program requires the following reporting:

- Personnel Activity Report (if applicable) for positions identified in the Personnel Expense Budget, submitted once at the mid-point of the project and upon project completion (see page 3 of the Application Form for further detail)
- Funding Report Form, completed and submitted by all organizations that received a funding award, to provide the City with feedback on the outcomes from use of said award. This form is to be completed and submitted to applicable City staff within 30 days of completion of project for which Program funds were awarded, and must be completed prior to Program funds being disbursed to the organization.

Application Checklist

Please review this checklist before submitting an application.

1. Does your organization and project proposal meet the HN Grant Program application eligibility requirements as identified in this document?

2. Did you complete or include all information required in the Application Form's Cover Page, Project Proposal, and Supplementary Information sections?

3. Is your project proposal no more than 8 pages (no more than 5 pages for application form questions 1. – 5. and 3 pages for question 6), single-spaced, with font no smaller than 11, and margins no less than ½ inch?

Application Submittal

Applications should be organized in the following order:

1. Cover Page, to include heading **(Separate document in PDF format)**

2. Project Proposal, to include heading, and question numbering and associated headings in accordance with the Application Form **(Separate document in PDF format)**

3. Supplementary Information, to include headings in accordance with the Application Form **(Separate document in PDF format)**

Completed, eligible applications should be submitted via email to Wade Thompson, Community Development Planner, at wade.thompson@fitchburgwi.gov. Please include "2022 HN Grant Program Application" as the email subject line. Hard copy, or scanned applications submitted via email, will not be accepted.

COMPLETED, ELIGIBLE APPLICATIONS MUST BE RECEIVIED BY 4:00 P.M., TUESDAY, FEBRUARY 22, 2022.

LATE SUBMITTALS WILL NOT BE ACCEPTED.

Further Information

Contact Wade Thompson, City of Fitchburg Community Development Planner, at wade.thompson@fitchburgwi.gov, or 608.270.4258

Healthy Neighborhoods (HN) Grant Program

2022 Application Form

Please read the HN Grant Program Guidelines before completing this application form.

Cover Page

1. Application Submittal Date (mm/dd/yy): ***Click here to enter text.***
2. Organization Name: *Click here to enter text.*
3. Organization's Federal Tax Identification Number: *Click here to enter text.*
4. Organization's Address: *Click here to enter text.*
5. Organization's Executive Director: *Click here to enter text.*

   Phone: *Click here to enter text.* Email: *Click here to enter text.*
6. Project Director: *Click here to enter text.*

   Phone: *Click here to enter text.* Email: *Click here to enter text.*
7. Project Name: *Click here to enter text.*
8. Project Duration (months): *Click here to enter text.*
9. Total Project Budget: $ *Click here to enter text.*
10. Total Funds Requested from HN Grant Program (maximum $15,000): $ *Click here to enter text.*
11. Other Funds Raised/Pledged to Date: *Click here to enter text.*
12. Priority Neighborhood(s) to be served: *Click here to enter text.*
13. If the opportunity arises, may we share this application with other funders? *Click here to enter text.*
14. Standards for Documentation of Personnel Expenses **(Sign only if requesting funds to cover personnel costs. See page 3 for further detail):** I, as the undersigned, understand this Grant Program requires salary and wage expenses to be based on records that accurately reflect the work performed. The records must be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, properly allocated and reflect the total activity for which the employee is compensated. The amount (or percent) of time each individual devoted to the specific grant program project for which reimbursement is requested must be easily identifiable. The City of Fitchburg reserves the right to require Personnel Activity Reports or equivalent documentation as identified herein.

    Signature: ______________________________ Date: Click here to enter a date.

I. PROJECT PROPOSAL

Please complete questions 1. – 5., using no more than 5 pages, single-spaced, with font no smaller than 11, and margins no less than ½ inch.

1. **Organization Description**

   a. Describe the organization's mission, purpose, and programs/services.

2. **Project Overview and Purpose**

   a. Identify the project's name, which grant program focus area(s) the project covers, and which Priority Neighborhood(s) will be served.

   b. Identify project purpose, including key project components, issues that will be addressed, significance of those issues, how the project will expand or complement existing Priority Neighborhood programs/services/resources, and any planned collaboration with other partners.

   c. Identify the impact on Priority Neighborhood(s) and the broader City, including who will specifically benefit from the project, **with estimates of unduplicated residents served in Priority Neighborhoods.**

3. **Project Outcome Objectives and Outcome Measurements/Indicators**

   a. Identify up to three project outcome objectives and measurement/indicators thereof, including data collection methods, used to determine whether outcome objectives have been achieved.

4. **Project Strategies, Activities, and Personnel**

   a. Identify a work plan, including the broader strategies and specific activities to achieve the proposed outcome objectives, a milestone timeline, and key personnel responsibilities.

   b. Identify key personnel qualifications, including any training, participant selection procedures, or policies.

   c. Identify how the project will be funded after the Program funding award is used

   d. Identify how a Program funding award would be recognized/publicized

Please complete question 5. using no more than 3 pages, single-spaced, with font no smaller than 11, and margins no less than ½ inch.

5. **Budget**

   a. 1-page or less line-item **Project Expense Budget** (use Table 1 template on following page) identifying all project expenses
   b. 1-page or less **Project Personnel Expense Budget** (use Table 1a. template on following page) identifying all project personnel expenses, if applicable. Please also include expenses from this table in the Project Expense Budget (Table 1)
   c. 1-page or less line-item **Project Income Budget** (use Table 2. Template on Page 4) identifying all funding sources (other foundations, corporations, individuals, etc.). Please note whether each other funding source is secured or anticipated.

Table 1. Sample Project Expense Budget

Expenses	Total Amount	City of Fitchburg	Other Sources (1)	Other Sources (2)
Personnel	$0.00	$0.00	$0.00	$0.00
Office supplies	$0.00	$0.00	$0.00	$0.00
Photocopies	$0.00	$0.00	$0.00	$0.00
Postage/Shipping	$0.00	$0.00	$0.00	$0.00
Other Project/Program Expense (list)	$0.00	$0.00	$0.00	$0.00
Misc. (provide detail)	$0.00	$0.00	$0.00	$0.00
Evaluation	$0.00	$0.00	$0.00	$0.00
TOTAL PROJECT EXPENSES**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

***Total Project Expenses (Table 1) must be equal to or more than Total Project Funding (Table 2).*

Table 1a. Sample Personnel Expense Budget

Position	Name	Hourly Salary	Hours Required to Complete Grant Project	Expense
Grant Coordinator	Jane Doe	$0.00	0	$0.00
Grant Support	John Doe	$0.00	0	$0.00
TOTAL				**$0.00**

See the following, a. – d. for additional requirements if personnel is being identified as an expense in Project Expense Budget:

a. Personnel expenses shall not exceed 20% percent of total project award requested from the City of Fitchburg (If a total project award is less than requested, personnel expenses shall not exceed 20% of said reward.)

b. Provide a description of role and responsibilities of each position identified in the Personnel Expense Budget, as identified in examples below:

   (1) The Grant Coordinator position will provide daily oversight of the grant and will be considered key staff.

   (2) The Grant Support position will coordinate project services and project activities, including training, communication and information dissemination.

c. Acknowledge, via signature, of the Standards for Documentation of Personnel Expenses statement on page 1 of this application.

d. Complete and submit two Personnel Activity Reports for positions identified in the Personnel Expense Budget, once at the mid-point of the project and upon project completion, to include the following:

   (1) Actual work performed (not budgeted), to include hours and specific work task completed on a daily basis

   (2) Work performed at an hourly salary that matches that identified in application

   (3) Signature and identification number (if applicable) of employees

Table 2. Sample Project Income Budget

Funding Sources	Secured = S Anticipated = A	
Fitchburg HNI Grant Program Funds	A	$0.00
XYZ Corporation	A	$0.00
ABC Foundation	S	$0.00
In-Kind Contributions	S	$0.00
Program Revenues	A	$0.00
TOTAL PROJECT FUNDING**		**$0.00**

***Total Project Funding (Table 2) must be equal to or more than Total Project Expenses (Table 1).*

II. SUPPLEMENTARY INFORMATION (REQUIRED)

1. Organization's board of directors, with officer designations, affiliations, and current email addresses
2. Organization's current year income and expense budget
3. Organization's most recent audited financial statement (If organization does not have a certified audit by an independent auditor, provide a copy of most recent, signed Form 990)
4. Organization's IRS determination letter indicating 501(c) (3) tax-exempt status for your organization (new applicants only)

III. SUPPLEMENTARY INFORMATION (OPTIONAL)

1. Letters of support (3 maximum)
2. Additional information in support of project proposal

VILLAGE OF
McFarland

SUMMARY SHEET

MEETING DATE: **Thursday, January 19, 2023**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion on planning future policy reviews.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
Please click on this link to review the Fiscal Policy Manual for the Village. Various elements of this manual are in different stages of updates over the years. There are a few policies that we'll discuss in this meeting that are new, but this agenda item is meant to discuss a plan for reviewing the remainder of the existing manual for updates as well. We will discuss the policies and how we want to prioritize this work in the meeting, likely something that will carry on from meeting to meeting as we acclimate ourselves with this information.

FINANCIAL/BUDGET IMPACT:
Most of this work will be conducted by Village Staff but may at time require reviews by the Village Attorney, Auditor, and Financial Advisor where applicable. Costs for which will be accounted for within normal operating budgets.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Presented for discussion. No action needed.

ATTACHMENTS:
None